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a safe place to  
call home.

Company Limited by Guarantee number 1741926  
Charity Number 287779  
Registered in England as Single Homeless Project



Single  
Homeless  
Project

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**Job title:** Recovery Motivator

**Delegated Authority:**

**Team:** Camden Integrated Drug and Alcohol Service

**Responsible to:** Service Manager

**Responsible for:** N/A

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## Job purpose



Our Recovery Motivators work with us in the Camden Integrated Drug and Alcohol service. Our Recovery Motivators focus on a lead area - Women and The Camden Hostel Pathway.

The post holders main purpose will be to provide outreach and contribute to improved engagement:

- For clients already accessing drug and alcohol treatment.
- For clients who have not yet accessed such support but could benefit.

The secondary function of the Recovery Motivator role will be to provide a welcoming, warm and consistent face in their respective team within Camden's Integrated Drug & Alcohol Service, both onsite and in an outreach capacity as needed.

The post holder will work closely with a number of the service leads and key voluntary and statutory partners including coproduction and peer mentoring teams, hostel staff, MH services and a range of specialist services. They will support the coordination of an improved service offer for people who may be finding engagement with services challenging.

These roles have been funded for a year with a possible extension.

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## Key accountabilities

### Information Management

- Record accurate, up to date and useful information including recording all contacts with clients appropriately to promote effective service delivery and evaluation and ensure all recording systems are up to date.
- To actively use Information Management to record and source information regarding clients both INFORM and CGL's CRIiS System.

### Supporting clients

- Assist clients with, and carry out as required, a wide range of practical and other support tasks including accompanying clients to appointments, practical support in relation to the development of living skills and supporting client's engagement in meaningful activities.
- To accompany clients to professional and health appointments, groups and sessions to ensure they are accessing the right treatment and aftercare activities.
- To support clients with sourcing opportunities that are right for them in safe way.

### Key Working support

- Developing professional relationships, building trust and motivating clients to make changes.  
Support in enabling clients to achieve the objectives of the support plan in addition to their wider holistic support needs. To record actions and outcomes on CRIiS.
- To hold a small caseload of clients to move into structured treatment.
- To signpost clients to specialist services and other support services to meet their needs.

### Networking, Liaison and Brokering

- To establish and maintain good links with local statutory and voluntary agencies and other community resources, individual grant giving charities or specialist agencies to support clients.

### Social Inclusion/Meaningful Occupation

- To assist clients with life skills development and participation in activities to promote increased independence and involvement in the community.
- To promote the projects internal feedback methods such as the complaints procedure and to respond positively to suggestions.
- To take personal responsibility for feeding back to colleagues/managers any information or comments that would contribute to ensuring the service is relevant and responsive.

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- To develop a Co-produced approach by feeding back to the Transformation and Coproduction leads.

### **Health and Safety and Safeguarding**

- To be aware of and comply with policies and procedures for safe working practices for staff and clients.
- Ensure all SHP and partnerships and national safeguarding procedures are adhered to.
- Using specialist knowledge of substance misuse, mental health and other needs areas, contribute to risk assessment and risk management, and the raising of alerts in respect of children and vulnerable adults.
- Ensure the dissemination to colleagues/managers of information acquired in performing the specialist role that contributes to the overall safety and responsiveness of the service.

### **Group Working**

- To support Recovery Coordinators in the facilitation and delivery of client workshops and larger group working sessions.
- To develop small focus groups in accommodation settings as well as within the local community.

### **Teamwork/Personal Development**

- To take active responsibility for own and SHP's aims and objectives and participate fully in team meetings, supervisions, performance reviews and training to always ensure a cohesive and professional working environment.
- To take personal responsibility for own ongoing development and learning.

### **Office Duties**

- To participate in rotas covering Reception duty sessions and drop-in sessions.
- To take on additional support tasks such as 'call backs' and re-engagement projects and gathering feedback.
- To take on additional administrative tasks such as communication, promotional and other such administrative tasks.

### **Miscellaneous**

- SHP is at discretion to amend your responsibilities and, in addition to these, you may be required to perform other duties as may be required for the efficient running of the organisation.
- To create inclusive working environments and cultures to enable colleagues and clients to feel safe and empowered to achieve their full potential.

# Technical and professional know-how needed for position

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**When completing your application, you will be required to address (using examples) some of the points below**

## **Experience and Knowledge**

- An individual with a lived experience of substance misuse as well as experience of accessing Treatment and Recovery services.
- A level of numeracy sufficient to carry out tasks such as budgeting with clients, calculating benefit entitlements and understanding rent arrears.
- An understanding of the principles of planned support and working with vulnerable people.
- An understanding of the principles underlying a quality and customer focussed service with the proven ability to empower service users.

## **Skills and Abilities**

- A level of communication including speaking and listening as well as being able to communicate via media.
- An ability to effectively liaise with a range of service providers or agencies in order to establish or improve quality of life for clients.
- The ability to be self-motivating, work under pressure and manage time effectively, prioritising different areas of work according to need.
- Willingness to work flexibly in response to changing organisational requirements and work outside of office hours on occasion.
- The ability to judge the appropriate response to situations that you find challenging or emotionally difficult.
- The ability to work as part of a team to ensure that everyone is clear in their roles and provide peer support and guidance when needed, working through any arising conflict professionally and successfully.
- Strong time management skills, ability to work on own initiative, manage competing priorities and maintain high standards.
- Excellent administrative and IT skills including Microsoft Word, Excel, database usage and e-mail, and the ability to interrogate and extrapolate data from various sources.