

# The ehemiah Project

## **Recovery Practitioner - Job Description**

### **Service Delivery**

- Induct clients to the Charity and the programme
- To assist with Self Assessments and agree Support Plans with customers; to record outcomes and review progress in achieving their goals
- Keywork Residents - work with men in assessing and identifying their support needs
- Deliver/assist in delivering the therapeutic recovery programme, including running groups
- Support men by signposting training and volunteering opportunities
- Support men in job applications and arranging interview practice where appropriate
- Establish supportive relationships with Residents and handle problematic and difficult situations in an appropriate and sensitive manner
- Ensure that Residents are supported to achieve independent living through proactive support and linking in with relevant agencies
- To contribute to creating a positive recovery environment
- To undertake on call duties and attend the Charity out of hours if necessary

### **Housing Management**

- To support Residents as they apply for Housing Benefit. To ensure that all relevant benefit claims are in payment and deal promptly with any benefit-related issues
- Signpost Residents to relevant financial advice on benefits and debt management
- Be accessible and responsive to Residents' concerns and requests for information
- Support and advise Residents on matters relating to their Licence agreements, and deal with breaches sensitively and efficiently, in accordance with the relevant procedures
- Actively promote Residents' involvement at all times
- Respond in a proactive manner to Resident and neighbour disputes
- Report repairs and maintenance according to Nehemiah's Repair and Maintenance Policy
- Oversee cleaning duties around the houses and grounds – modelling life skills

### **Health and Safety**

- To be aware of and comply with Health and Safety legislation and regulations in place
- To ensure that Residents have up-to-date information on Health and Safety
- To carry out regular Health and Safety inspections, to alert the H&S Manager and take action yourself to remedy Health and Safety defects
- To undertake risk assessments for each Resident and to review them regularly
- To be aware of the Nehemiah buildings fire emergency plan and staff duties

## Administration

- To keep accurate records, including the logbooks, service user files, monitoring information etc, and to provide written reports and information as requested
- To ensure clear and concise records of all key working sessions
- To be aware of and adhere to all relevant financial procedures

## General responsibilities

- Maintain Nehemiah's Professional Boundaries policy at all times
- Observe Nehemiah's Code of Conduct for Employees
- Ensure that The Nehemiah Project Equality Policy and Procedures are actively promoted in all areas of work, and that services are accessible to all individuals
- Attend supervision, training and meetings as and when required
- Work proactively as part of a team
- Work at other locations as and when required.
- During the employment you will well and faithfully serve the Charity and devote the whole of your attention and skills to your duties during such hours as you are required to work.

This job description gives an indication of the roles and responsibilities of Recovery Practitioners, but is not an exclusive list of duties that the post-holder may be asked to undertake

<b>PERSON SPECIFICATION</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
NVQ3 in Health & Social Care or similar	√	
Mental health qualification – counselling or similar		√
<b>Experience of</b>		
Two years' experience of working with men recovering from addiction, with a history of being in the criminal justice system	√	
Developing, maintaining and sustaining strong relationships with partner organisations.	√	
Experience of keyworking vulnerable people to achieve independent living	√	
Pro-social modelling and seeing successful change with individuals and groups.		√
Delivering educational and process groups, focussing on behaviour change, addiction, desistance and other factors that contribute to a fulfilled and independent life	√	
Working to an equal opportunities policy and implementing this	√	
<b>Knowledge</b>		
Understanding of the challenges faced in working with vulnerable men and particularly those leaving prison	√	
Statutory and voluntary systems, agencies and resources available to vulnerable people	√	

Safeguarding Vulnerable Adults		√
Health and Safety practice		√
<b>Skills – the ability to</b>		
Demonstrate excellent Communication skills and proficient in Microsoft Office, specifically Word, Excel and PowerPoint.	√	
Demonstrate a professional attitude at all times	√	
Maintain good written records of work and evidence outcomes achieved with Residents. Be approachable and accessible to Residents	√	
Demonstrate good time management and work to deadlines		
Facilitate a person-centred therapeutic approach by creating an atmosphere of trust, security, and unconditional regard	√	