

<b>Job Title</b>	<b>Recovery Worker</b>
<b>Name of Job Holder:</b>	
<b>Department/Location:</b>	Therapeutic Team, Yeldall Manor
<b>Grade:</b>	Scale point 21 - 24
<b>Salary Range:</b>	£25,657 – 27,933
<b>Reporting to:</b>	Interim Operations Manager
<b>Responsible for:</b>	No Line Management Responsibility
<b>Key Relationships:</b>	Service-users, Counsellors, Other Staff, External Agencies
<b>Date last updated:</b>	Novvember 2024

**MAIN PURPOSE OF JOB:**

- To contribute to the rehabilitation of service-users attending the Yeldall Manor rehabilitation programme.
- To offer a high level of care and support to residents during their time at Yeldall Manor, maintaining appropriate professional conduct and boundaries at all times
- To implement the phased structure of the Yeldall Manor programme, ensuring residents’ objectives are met and smooth transitions happen in the appropriate timeframe.
- To ensure adherence to the agreed Vision, Mission and Values of the organisation, including ensuring that the Christian ethos and culture is developed and maintained.

**MAIN TASKS OF THE JOB:**

- To have regular one-to-one key-working sessions with residents on all Phases of the Yeldall Manor programme, to address issues such as:
  - Progress on the programme – objectives and goals
  - Discipline issues
  - Health and medical issues
  - Leave and visits
  - Personalised Care Plans and Risk Assessments

- To oversee the Induction process of new residents.
- To facilitate teaching and interactive therapy groups.
- To oversee residents' progress including tasks such as:
  - Keeping track of stage move dates – checking objectives have been done
  - Ensuring regular drug and alcohol testing is being carried out
  - Implementing the infringement system and notifying residents when consequences apply
  - Contributing to residents' progress reviews during the programme
- Administrative tasks related to residents on the programme, such as:
  - Regularly reviewing and updating of Care Plans and Risk Assessments
  - Writing reports for residents' funders or other stakeholders
  - Updating residents' notes and files on Greenshoots
  - Processing residents' leave and visit applications and other written requests
- Providing the highest level of care, guidance and support for all residents under your care
- Attending reviews with funders or other stake holders
- To support residents on the Yeldall programme by interacting with them and encouraging them in their recovery and spiritual growth. To be willing to share your faith with residents and to pray for them if requested.
- To cover day duties, medication duties and organised trips off-site, as required
- To implement the programme for the benefit and well-being of all residents
- To promote Yeldall Manor with churches and professional agencies, taking part in leading Yeldall services/talks (deputations) in churches, schools, youth clubs etc.
- To undertake regular evening and weekend duties as required.

### **OTHER DUTIES:**

- To participate in the Christian life of the organisation including participation in and shared leadership of corporate times of Christian prayer/worship (e.g. staff prayer meetings, weekly Fellowship meetings, quarterly Celebrations, annual Open Day)
- To uphold at all times the Christian Values and Ethos of Yeldall in all dealings both internally and externally
- To ensure that Yeldall's Diversity (Equal Opportunities) Policy is adhered to at all times in respect of both residents and co-workers

- To contribute to the overall running of the Yeldall Manor programme as required and as commensurate with your role
- To attend and participate in regular staff meetings, management supervision sessions, in-house and external training courses as required
- Any other task, as directed, commensurate with the grade of the post

### **WORKING CONDITIONS & BENEFITS:**

- This is a full-time (40 hours per week), permanent post.
- Regular evening and weekend work is required, and sleepovers, where appropriate
- 25 days' annual leave per year, plus Bank Holidays, rising to 30 days after three years' continuous service.
- Pension in line with government auto-enrolment legislation.

Signed (Staff Member)

Date:

Signed (Line Manager)

Date:

**PERSON SPECIFICATION**

**Job Title:        Recovery Worker**

<b>QUALIFICATIONS &amp; EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Relevant qualifications for working with and supporting clients who have addiction issues		*
Demonstrated experience of working with people who have addiction issues		*
Experience of computer use including Microsoft Word, Excel and Outlook	*	
Experience of using an 'in-house' database such as Greenshoots, Illy or other system		*
Experience of risk assessing and care planning		*
<b>KNOWLEDGE, SKILLS &amp; ABILITIES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Good communication skills, orally and in writing	*	
Proven ability to present written and verbal information clearly, accurately and to a standard appropriate for report writing to outside agencies	*	
Proven ability to establish and maintain information systems and keep accurate records	*	
Ability to work within a team and independently	*	
Ability to set boundaries, challenge appropriately and to manage conflict positively and constructively	*	
Ability to plan and prioritise your own workload, including setting and meeting deadlines	*	
Ability to operate effectively under pressure	*	
Good problem-solving skills	*	
Proven ability to de-escalate conflict situations	*	
Understanding of issues faced by those recovering from addiction	*	
Ability to deal patiently, sensitively and in a non-patronising way with all people e.g. service-users, staff, volunteers, visitors and external agencies	*	
Ability to communicate on a one-to-one basis and with groups (staff and service users)	*	

Ability to direct client-focused and achievable goal setting	*	
<b>OTHER REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Current driving licence		*
Demonstrated commitment to the Christian faith and able to support the Yeldall Basis of Faith, Ethos Statement and values	*	
A strong Christian faith and ability to encourage others in their Christian walk	*	
Demonstrated commitment to upholding and promoting equal opportunities	*	
Demonstrated leadership qualities	*	
Proactive in dealing with problems	*	
An approachable, flexible and caring relational style	*	
High personal and professional standards	*	
Demonstrated desire to work with client group	*	
Ability to recognise and deal with stress	*	
Commitment to enabling service users to gain more control over their lives	*	
Ability to work regular unsocial hours, including evenings and weekends	*	
Able to occasionally travel off site (other projects, church services, court cases etc.)	*	