

## JOB DESCRIPTION / ROLE PROFILE

JOB TITLE	Trainee Recovery Worker
SERVICE PROVISION	Alcohol & Drug Service or Associated Outreach Services
SCALE RANGE	20 - 23
CONTRACT TYPE	Full-Time, permanent. Flexible working required (including evenings and weekends)
LINE MANAGER	Senior Recovery Worker
DATE OF ISSUE	June 2026

### Role Purpose

The role will provide support to individuals within the SSJ&I Alcohol and Drug Service. The role will be an integral part of a multi-disciplinary team, working alongside recovery workers to provide support to service users.

To help individuals understand the capacity for change and raise awareness of the potential for personal growth. The post holder will provide high-quality, person-centred support to individuals experiencing substance use. The post holder will work alongside other recovery workers to increase motivation and service engagement, and deliver a broader more intensive reach to individuals disengaging from the service.

### Key responsibilities

- A strong commitment to promoting independence and well-being
- Willing to work collaboratively with the team to enhance service delivery
- Ability to work with professionals from a range of agencies in order to support service users
- Able to work collaboratively with partner agencies to achieve positive outcomes.
- manage a small caseload
- Ensure all relevant service user information is uploaded to the appropriate IT system and is regularly updated.
- Maintain service user files and records to the standard required

### 1. Service Delivery, Caseload Management, Clinical & treatment support

- Manage a small caseload of service users, ensuring safe and effective support.
- Support the delivery and monitoring of support and recovery plans
- Support individuals experiencing multiple disadvantage (e.g. homelessness, mental ill health, substance use).
- Provide assertive and persistent engagement, including outreach and in-reach work across a range of settings (e.g. homes, hostels, community services).
- Assist with motivating individuals to access appropriate treatment, including:
  - Opiate Substitute Treatment (OST) in line with clinical guidance.
  - Detoxification and rehabilitation services
  - Alcohol specific interventions, including brief interventions
  - Non-opiate specific interventions.
- Undertake or support drug and alcohol testing where required (e.g., urine or saliva screening).
- Work assertively to engage individuals who may be ambivalent or resistant to support.

## **2. Risk Management, Safeguarding & Harm Reduction**

- Undertake ongoing risk assessments and implement risk management plans.
- Promote and deliver harm reduction approaches, including overdose prevention, safer substance use advice and health promotion (including BBV awareness such as Hepatitis and HIV).
- Identify and respond to safeguarding concerns for adults and children in line with policy.
- Support individuals to reduce risk of relapse, reoffending, or harm to themselves or others.
- Apply trauma-informed and psychologically informed approaches where possible.

## **3. Partnership & Multi-Agency Working**

- Work collaboratively with statutory and voluntary sector partners to coordinate care and improve outcomes.
- Liaise with services such as healthcare providers, housing, probation, and social care.
- Advocate on behalf of service users to access appropriate services and opportunities.
- Contribute to integrated working across services to ensure continuity of care.

## **4. Enabling Recovery & Social Inclusion**

- Support individuals to identify goals and access meaningful activities, including:
  - Housing
  - Employment, training, and education
  - Volunteering and community engagement
- Promote independence, resilience, and recovery capital.
- Work in a family-inclusive way, recognising the impact on others (including children).

## **5. Diversity & Inclusion**

- Ensuring services are accessible, inclusive, and responsive to diverse communities.
- Supporting individuals who may face additional barriers related to protected characteristics or social exclusion.
- Promoting anti-discriminatory practice and culturally competent interventions.

## **6. Administration & Record Keeping**

- Maintain accurate, timely, and high-quality case records and risk documentation.
- Use IT systems effectively to record interventions, outcomes, and safeguarding concerns.

## **7. Professional Practice & Development**

- Participate in supervision, team meetings, and reflective practice.
- Contribute to service development and a positive team culture.
- Maintain professional boundaries and high standards of practice at all times.

## **8. Health, Safety & Compliance**

- Follow all health and safety procedures, including lone working protocols.
- Report incidents, accidents, and concerns appropriately.
- Adhere to organisational policies, including safeguarding, equality and diversity, and data protection.

## **9. Specialist Areas (Flexible Requirement)**

This role may include working within **one or more specialist areas**, depending on service need and individual expertise. Postholders will be expected to develop and/or apply skills across some or all of these areas:

### **9.1 Criminal Justice & Prison link**

- Support individuals involved in the criminal justice system, including those engaged with:
  - Probation services
  - Courts (including Drug Rehabilitation Requirements / Alcohol Treatment Requirements)
  - Police custody suites (including arrest referral work)
  - Prison and resettlement services (including pre-release and through-the-gate support)
  - Discharge to Assessment
- Contributing to risk management related to offending and reoffending.
- Working within frameworks such as DRR/ATR and Integrated Offender Management.

### **9.2 Harm Reduction**

- Help deliver targeted harm minimisation interventions.
- Supporting safer substance use, overdose prevention, and health promotion (e.g. BBV awareness).
- Reducing immediate risks while supporting longer-term recovery goals.

### **9.3 Veterans**

- Supporting military veterans and individuals with armed forces experience.
- Understanding the impact of military service, including trauma, transition to civilian life, and associated support needs.
- Working collaboratively with specialist veterans' services and pathways.

### **9.4 Women, LGBTQ+ & marginalised groups**

- Work proactively with marginalised client groups
- Promote the importance of Violence against women
- Understand the challenges faced by women who are sex working.
- Have awareness of LGBTQ+ specific substance issues such as gender identity, ChemSex, sexual health promotion and offer a range of interventions and support available to help people make their lives better.
- Engage with marginalised groups through assertive outreach at venues including LGBTQ+ specific bars and clubs.
- Target Public Sex Environments (cruising/cottaging), online and street sex working and escort community to provide harm minimisation and access to interventions.

### **9.5 Young People (18-25)**

- Work proactively and collaboratively with young people supported through partner agencies
- Ensure the needs of young people are understood and supported
- Have awareness of specific issues faced by young people using substances

### **9.6 Homeless outreach and support**

- Work proactively and collaboratively with service users who are, or face homelessness with a strong prevention approach.
- Ensure the needs of individuals who are homeless are understood and supported

### **9.7 Families, Children in Need and MASH navigators**

- Work proactively and collaboratively with services supporting families and the children affected by parental substance use.
- Ensure the needs of children and their families are understood and supported.

## **10. Experience, Knowledge & Skills**

### **10.1 Essential**

- Experience or understanding of working with individuals affected by substance use and/or complex needs.
- Knowledge of harm reduction principles and treatment options.
- Understanding of safeguarding, risk assessment, and risk management.
- Ability to build effective, professional relationships with service users and partners.
- Good communication and interpersonal skills.
- Developing IT literacy

### **10.2 Desirable**

- Experience through work or personal circumstances of
  - working in criminal justice, homelessness, outreach, or health settings.
- Knowledge of housing systems, welfare benefits, or healthcare pathways.
- Understanding of trauma-informed and PIE approaches.

## **11. Additional Requirements**

- Willingness to work flexibly, including evenings and weekends.
- Ability to travel across service locations as required.
- Commitment to equality, diversity, and inclusion.
- Undertake any other duties reasonably required to ensure the safe and effective delivery of the service.

## **The SSJ Competency Framework**

SSJ uses a Competency Framework as part of its recruitment procedures. The SSJ Competency Framework identifies specific competencies that staff in each job role are required to demonstrate. As well as being able to demonstrate the experience, knowledge and abilities required for the role, all staff are required to demonstrate competencies that contribute to each area identified in the Framework Model below:



#### **Competencies – Trainee Recovery Worker:**

1. Ability to engage and sustain relationships with people who are using substances and are accessing our services to help make their lives better
2. Good time management skills and the ability to work alone and as part of a team.
3. Good skills in using IT systems, email and modern technology to communicate with people.
4. Willing to learn and implement a Trauma Informed and Compassionate approach to dealing with individuals with complex needs and challenging behaviour.
5. Compassionate approach to dealing with individuals with complex needs and challenging behaviour
6. Able to maintain professional boundaries at all times and demonstrate self-awareness at all levels.
7. Able to use own initiative to respond to emergencies and other unexpected situations.
8. Able to communicate in all ways effectively with service users, colleagues and external agencies
9. Strengths in building and maintaining positive working relationships with partner agencies such as pharmacies