



Drugs & Homeless Initiative

JOB DESCRIPTION	
JOB TITLE:	Community Outreach Worker
NJC Scale Point:	pt 24 - 26, £20,652 - £22,001
Hours :	37.5 per week
Annual Leave :	25 days plus statutory & bank holidays (1 additional day after each full year of service, up to a maximum of 30).
Location:	Swindon based
Pension:	Contributory pension scheme (employers contribution 7% to a minimum 3% contribution from employee).
RESPONSIBLE TO :	Direct Access Service Team Leader

Principle Purpose of the Job

The post-holder will be part of DHI's Direct Access, Drop-in and Stimulant Service. They will work closely with the local community and partner agencies, identifying and developing services in order to combat social exclusion by enabling clients to begin to address substance misuse, and related health and social problems. They will work with drug/alcohol users and the local community in assessing, reflecting on, designing and delivering harm reduction interventions off-site, as well as running an on-site daily low threshold drop-in, using motivational milieu therapy to engage clients in treatment.

Key Duties and Responsibilities

Operational Duties

1. To make contact with hard to reach groups of drug and alcohol users and communities, especially those within pockets of social / economic / employment deprivation in Swindon.
2. Deliver responses to the issues prioritised by the local drug and alcohol using populations and commissioners.
3. To carry out off-site triage assessments and refer clients into treatment where appropriate.
4. To run harm reduction clinics, both on and off-site, covering a wide range of topics including BBV prevention and safer injecting advice.
5. To carry out local needs mapping exercises to inform service development in relation to localised needs.

6. To draw up basic care plans (Statement of Need) with clients; responding to client needs by developing services, signposting into existing treatment or involving outside agencies as appropriate
7. To support people to make the changes identified, and ensure care plans are reviewed at regular intervals and that clients are receiving support as identified within their Statement of Need.
8. Where accessibility is a problem, to set up and deliver satellite services where a range of harm reduction interventions can be offered, in particular 1-1 key working, advice and information.
9. To develop models of participation within the outreach and satellite programmes that enables hard to reach groups of substance misusers and communities to inform the development of services.
10. To liaise with, develop and maintain good relations with agencies relevant to the clients support needs, including: needle and syringe exchanges; housing and social services; specialist drug and alcohol services.
11. Support the development of policies and procedures in organisations in contact with drug/alcohol misusers to ensure services are accessible and responsive to their needs, offering training where appropriate.

Organisational Responsibilities

1. To perform as part of DHI, attending and participating in regular team meetings and to attend appropriate training courses.
2. To participate in regular support and supervision with the Direct Access Team Leader, and in the cross agency community outreach working party.
3. Participate in the evaluation and development of services in Swindon.
4. Prepare and present clear verbal / written reports for the Direct Access Team Leader, and other bodies as required.
5. At all times adhere to relevant legislation, good practice and policies and procedures, including Health and Safety, Confidentiality and Equal Opportunities. To liaise with the Health & Safety Officer to ensure compliance with health and safety in reception and Client areas.
6. Any other duties in line with the above as required by the Direct Access Team Leader.

Monitoring and Administration

1. Maintain accurate records and produce written reports of work as required.
2. To carry out all necessary administration in relation to casework task including monitoring
3. To carry out any other duties necessary for the smooth running of the project.

NB. This job description contains only the main accountabilities relating to the post of and does not describe in detail all the duties required to carry them out.

Name	
Position	Community Outreach Workers
Organisation	Drugs & Homeless Initiative

Units of national occupational standards	
Number	Title
HSC233	Relate to, and interact with, individuals
HSC330	Support individuals to access and use services and facilities
HSC3111	Promote the equality, diversity, rights and responsibilities of individuals
HSC35	Promote choice, well-being and the protection of all individuals
HSC33	Reflect on and develop your practice
AD1	Raise awareness about substances, their use and effects
AD4	Develop and disseminate information and advice about substance use, health and social well being
AF2	Carry out assessment to identify and prioritise needs
HSC32	Promote, monitor and maintain health, safety and security in the working environment
HSC31	Promote effective communication for and about individuals

Drugs & Homeless Initiative
Community Outreach Worker
PERSON SPECIFICATION

Essential

- Experience of working with people with drug and alcohol problems
- Experience of community based work with socially excluded groups
- Excellent understanding of harm minimisation principles and practices in the substance misuse field
- Recognised qualification in auricular acupuncture and/or willingness to train and deliver auricular acupuncture.
- A commitment to anti-discriminatory policy and practice
- Access to transport and a current valid UK driving licence
- Ability to work on own initiative as well as part of a team
- Experience of interagency liaison
- Ability to monitor and evaluate work
- Good IT skills
- To be adaptable, and able to cope with changing priorities
- A willingness and ability to engage in some early morning and evening work.

Desirable

- Knowledge of community development theories/models.
- Experience of service development/ community needs mapping.
- Knowledge and experience of motivational milieu therapy or motivational interviewing techniques