

JOB DESCRIPTION

Job title	Universal Worker
Department	Substance Misuse
Reports to	Youth Manager / Youth senior
Grade	Grade 3

Job purpose	<p>To assist in delivering TP's Substance Misuse strategy by planning and providing high quality, innovative care which reflects our person centred values and the high levels of ambition we have for the recovery of the individuals for whom we provide support.</p> <p>To engage and raise the profile of the Youth Service and to explain our offerings and support services available and supporting with referrals.</p> <p>To develop and deliver universal Psycho Education sessions around drugs and alcohol across the geographical area in a number of youth settings including schools, alternative education settings and youth venues.</p>
Key accountabilities	<ul style="list-style-type: none"> • To understand the youth offer for Turning Point and the wider service, and to be an advocate of these provisions. • To ensure the systematic provision of high quality Psycho Social Interventions, including high quality group interventions. • To coordinate a programme of group work as designated by Turning Points best practice model. • To be instrumental in the creation of universal psycho educational sessions around the commonly used drugs and alcohol. • To create age appropriate sessions for children aged 5-18 years. • To support the wider under 25s team. • Attend meetings with external professionals • To be able to tailor the sessions to meet the needs of the individual requirements of the school, alternative education provider or youth venue. • To work in partnership with key agencies to ensure the offer fits into the wider prevention offer. • To facilitate drug and alcohol sessions in a number of venues across the county to a wide number of different audiences. • To look at ways to offer the service remotely and the implementation of these offerings. • To look at ways of creating original content to offer video or other mediums to the schools and education providers • To look at diverse speaking groups to see how we can support education to these groups in partnership with the agencies that are supporting them. • To create and deliver training for professionals in a number of settings such as schools, youth centres and social care settings. • To look at co-creation of training for professionals and education sessions for young people on and around substance misuse and its impact.

	<p>Service and Business Development:</p> <ul style="list-style-type: none"> • Ensuring the service and the wider organisation of Turning Point is represented in a professional manner at all times. • Proactively contributing to continuously improving services by making positive suggestions, providing constructive feedback and assisting in the implementation of agreed new ways of working. • To promote Turning Point's person centred approach. • To work with the county schools engagement coordinators to offer the service to all schools across the geographical area. • To look at innovative ways to engage with young people during the sessions. • To work with external agencies to use intelligence to target areas of need. <p>Data and Governance:</p> <ul style="list-style-type: none"> • To record and collate monthly data for Turning Point and the commissioners on: <ul style="list-style-type: none"> ➢ Number of contacts made to educational facilities to promote our offerings and services. ➢ Of those engaged with, a breakdown of the setting type, these namely being educational settings of such nature: <ul style="list-style-type: none"> ➢ Primary, ➢ Middle, ➢ Secondary ➢ Academy/Maintained special schools ➢ PRUs ➢ Independent schools (including independent special schools) ➢ Colleges ➢ Universities ➢ This list is not exhausted. ➢ No of requests for targeted interventions (as a result of the awareness sessions/promotion) ➢ No of referrals to YP specialist treatment (as a result of the awareness sessions/promotion) ➢ No of educational settings supported to use DUST ➢ No of other settings supported to use DUST ➢ No of educational staff supported to access information and guidance re substance misuse ➢ No of other YP staff supported to access information and guidance re substance misuse. ➢ Data requests maybe more broader as the provision develops. <p>Health and Safety and Risk Management:</p> <ul style="list-style-type: none"> • All employees have a duty and responsibility for their own health and safety and the health and safety (H&S) of colleagues, patients and the general public. • Ensuring a safe working environment for self, and where appropriate, the team • Ensuring good standard of housekeeping is maintained with own area • Complying with all H&S policies and procedures including Serious Untoward Incidents and Accident reporting • To undertake risk assessment and risk management for relevant individual
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	<p>Service Users and to provide both general and specialist advice for other staff on risk assessment and risk management.</p> <ul style="list-style-type: none"> • Work proactively to safeguard children and vulnerable adults.
	<p>Quality:</p> <ul style="list-style-type: none"> • To monitor and report on outcome measures for the services being offered. • To ensure that the agreed quality objectives are met by prioritising, planning and organising your own workload
	<p>Compliance:</p> <ul style="list-style-type: none"> • All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Security and Confidentiality Policies. • To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Substance Misuse and Public Health. • Observe Turning Point's information management strategy by;- <ul style="list-style-type: none"> ➢ Ensuring all data and information relating to own clients is accurate and shared in the appropriate way with key stakeholders. ➢ Inputting outcomes data and other information into corporate systems in accordance with stated policies and procedures.
	<p>Finance:</p> <ul style="list-style-type: none"> • Contribute to effective financial management in own role by carrying out day to day activities and making workplace decisions that reflect an understanding of costs.
	<p>Personal Development:</p> <ul style="list-style-type: none"> • Deliver on role performance commitments and seek to maximise own learning and potential, by seeking guidance, support, coaching and training and capitalising on the range of development opportunities provided by Turning Point in accordance with your Skill Profile.
	<p>Personal Accountabilities:</p> <ul style="list-style-type: none"> • Assist the effective flow of information within the team, with managers and external parties by passing on and seeking information required, raising unresolved concerns and taking an active interest in TP's internal communications. • Help the service to optimise its performance by making full use of and highlighting/suggesting improvements for the management of IT, facilities and other physical resources that impact on the day to day provision of services to clients. • Project the desired image of Turning Point by;- <ul style="list-style-type: none"> ➢ Understanding and promoting TP's values and their application to Substance Misuse. ➢ Demonstrating our values through your own day to day behaviour.
	<ul style="list-style-type: none"> • To undertake any other duties reasonably requested by the line manager

Dimensions	Direct reports	None
	Total staff overseen	None

	Internal contacts	<ul style="list-style-type: none"> • Line managed by Youth Manager / Youth senior • Operations Manager • Clinical colleagues • Team colleagues • Peer Mentors • Senior Operations Manager • TP Central Support services • Colleagues in the Public Health Business Unit. • Psychosocial Group Leads across Turning Point. Unit.
	External contacts	<ul style="list-style-type: none"> • Service Users • Carers/Friends/Family members • Partner agencies (clinical and non-clinical) in local area • Regulatory bodies • Local community members • Advocacy /Service User/ Recovery forums
	Planning Outlook	<ul style="list-style-type: none"> • Short term planning of own work in accordance with caseload plans set by more senior staff.
	Problems solved	<ul style="list-style-type: none"> • Caseload delivery • Psycho-social options for Service Users • Meeting Service Needs and Demand • Meeting the needs of family / friends / carers • Problem solving day-to-day delivery issues • Client issues – e.g. benefits, form filling, housing etc. • Taking action on client interactions in accordance with established policies, processes and procedures.
	Financial authority	<ul style="list-style-type: none"> • To deliver role with an understanding of financial constraints.

PERSON SPECIFICATION

Job title	Psycho-Social Interventions Group Lead	
Personal effectiveness	Essential	Desirable
	<ul style="list-style-type: none"> • Excellent interpersonal skills at all levels to engage, build relationships and influence. • Plain English skills – both verbal and written to bring clarity and purpose. • Ability to tailor message to the audience. • Adaptable and able to work in a challenging and changeable environment. • Building exceptional relationships with a range of internal and external stakeholders including commissioners. 	
Technical effectiveness	Essential	Desirable
	<ul style="list-style-type: none"> • Demonstrable commitment to the Recovery Agenda. • Working knowledge and understanding of substance misuse issues and the ability to recognise the indicators of increasingly chaotic and risky misuse of substances amongst Service Users. • Understanding of the issues faced by Service Users with substance misuse/or dual diagnosis (mental health and substance misuse) challenges. • Extensive experience of facilitating group work. • Experience in managing a caseload of Service Users with complex needs. • Proven track record in managing incidents of challenging behaviour. • Excellent understanding of issues surrounding clinical risk. • Demonstrates knowledge of the issues surrounding work and other social factors and the 	

	<p>impact if can have on mental health / benefits and employment systems.</p> <ul style="list-style-type: none"> • Knowledge of medication used in the treatment of people with drug and / or alcohol problems. • Demonstrates an understanding for the need to use evidence-based psychological therapies and how it relates to this post. • Able to demonstrate a good knowledge and value base in a relevant service specialism. • Contribute to data entry and retrieval searches and reports to ensure that internal and external service requirements are met. 	
Acquired experience & qualifications	<ul style="list-style-type: none"> • Experience of delivery and coordination of group work programmes. • Experience of working with Service users who misuse substances. • Experience in providing clinical and / or managerial supervision.' • Ensure knowledge and Continued Professional Development are maintained. 	<ul style="list-style-type: none"> • Experience of working in Primary Care Services. • Substance Misuse qualification.
Other requirements	<p>Essential</p> <ul style="list-style-type: none"> • Able to provide high quality support and guidance to staff groups. • Capacity to travel within the service locality and to other Turning Point's operational locations. • Contribute to Turning Point's Clinical Governance Framework. • Self-motivate, organise and prioritise own workload. 	<p>Desirable</p>