	<h1>Job Description / Role Profile</h1>
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Peer Recovery & Aftercare Worker

	Reports to: Recovery Community Team Leader
	Location: 7 St Andrew's Pl, Cardiff CF10 3BE 2-10 Holton Rd, Barry CF63 4HD 218 Cowbridge Rd E, Cardiff CF5 1GX 232 Holton Rd, Barry CF63 4HS 94 Neville St, Cardiff CF11 6LS Outreach, and home visits / co-location with other social care partners will be expected.
	Hours: 7.5hrs per week (Evenings)
	Contract Type: Permanent

Background to Service:

Cardiff and Vale Drug and Alcohol Service (CAVDAS) is an Alliance of Barod, Recovery Cymru and Kaleidoscope Project with strategic partners G4S and Pobl. CAVDAS

Alliance

has been commissioned by the Cardiff and Vale Substance Misuse Area Planning board and will deliver an integrated young person's, adults and family and carer information, advice, interventions, and support service. CAVDAS will work across Cardiff and Vale Health and Social Care partners, and forums to co-produce services delivering outcomes

in

the way that people want. We are looking to build a new culture providing one system Cardiff and Vale and a unified, innovative, and flexible delivery model.

CAVDAS Community Rehabilitation model

The community rehabilitation model is an exciting innovation in Cardiff and Vale to extend the provision of structured psychosocial recovery programmes within the community setting. Critically it is co-delivered by substance use workers, peer recovery and aftercare workers and volunteers. The programmes include timetabled psychosocial groups,

recovery

coaching, 1:1 psychosocial interventions and access to both counselling and recovery community activities.

Purpose of the role:

This is an exciting and varied role, offering skilled peer support and interventions to people at various stages of need, change and recovery. As someone who identifies as having



lived Peer Recovery and Aftercare worker

experience of substance use and / or recovery, you will form part of a core peer team offering structured and less structured peer-led recovery support, co-delivering

community

community rehab and aftercare services, thoroughly embedding peer and recovery community support in treatment and aftercare plans and beyond.

Critically, you will embody and represent the RC recovery community ethos and model and will operate at the interface between the recovery community and CAVDAS treatment services. The ethos of your approach in all your functions will follow the Recovery Cymru model of being community, member and peer led. Coproduction is central to the design and delivery of effective peer support, and you will have the opportunity to influence, with the people you support, what we offer, how and where. Volunteering is central to the peer model, and you will work closely with volunteers, offering support, and ‘on the job’ skills development. You will support the work of Voices Action Change to ensure service users across the system design, deliver and monitor the work of CAVDAS. You will have lived experience of overcoming issues with substance misuse and will be in a place of stability to enable you to support others. Staff recovery support and wellbeing is a top priority in CAVDAS, and you will be fully supported in your own journey whilst undertaking your role.

Key Duties and Responsibilities

The core work is based around offering skilled, structured and informal peer support including one to one; recovery coaching; a range of peer-led groups and social activities. This will include face to face, hybrid and distance delivery via phone, videocalls, text, email and online groups. Full training and equipment will be provided to enable you to do this. You will contribute to the running of the recovery community 365 days per year support offer, as well as our open-access recovery centres, and offer a comprehensive programme of peer and volunteer led activities. We envisage this role will combine centre-based and home-based working (when appropriate and possible), including a blended approach of virtual and face to face delivery.

The programmes you will be responsible for delivering are based upon peer-support, mutual-aid and self-help models. This is not a counselling or treatment role. It is essential that you are both able to build rapport and work with individuals from all backgrounds in a non-judgemental and supportive way.

SPECIFIC RESPONSIBILITIES

- Inspire, encourage, and support people as they seek peer support to make and maintain long term change
- Form part of a core team delivering structured self-help; peer-based psychosocial programmes and mutual-aid programmes to people at different stages of their recovery journey
- Deliver one-one and group support using a variety of methodologies: - online, phone, text, video and face-face
- Deliver support across a wide range of venues: - recovery centres, outreach locations and partner venues

- Deliver structured recovery coaching (training provided)
 - Work in partnership with other agencies to provide a package of support by attending joint allocation meetings (JAM) and case review meetings, sharing appropriate information, and ensuring that action plans and risk management plans are in place
 - Signpost to & liaise with external agencies including, but not limited to, specialist substance use services, mental health, sexual health, housing, debt and finance.

Community rehabilitation Programme

- Undertake Community Rehabilitation Programme awareness raising sessions
 - Undertake assessment and engagement sessions with the referrals into the Community Rehabilitation Programme
 - Provide structured pre and post support to those undertaking the Community Rehabilitation Programme
 - Deliver the peer-led aspect of the Community Rehabilitation Programme including structured 1-1 and group support
 - Provide assertive outreach to those who have dropped out of community rehab programmes
 - Undertake agreed tasks to track long term outcomes of members and graduates of the Community Rehabilitation Programme
 - Work with colleagues to support volunteers in delivering parts of the Community rehab model.
- Bridge the gap between aftercare and the wider recovery community

Recovery community

- Contribute to a peer-based programme of activities including: - a selection of informal and structured peer-led self-help groups; 1:1 recovery coaching and buddying; telephone and email support; crisis support and various social activities.
- Support volunteers to develop their skills in delivering peer groups, buddying and social activities
- Represent the recovery community model
- Contribute to the open access 365 days per year recovery community offer

General

- To work with and communicate effectively with colleagues to ensure thorough planning, delivery, monitoring and achievement of the aims and objectives of the CAVDAS contract associated with this post
- Attend CAVDAS partnership meetings
 - Communicate Recovery Cymru and CAVDAS visions and deliver upon the model, ethos and philosophy
 - Be responsible for dealing sensitively with the range of complex and challenging issues members may present.

- Effectively manage own time and prioritise workload, maintaining own administration and accurate personal records regarding travel, diary appointments, TOIL, and expenses incurred (to an agreed level)
- Such other duties as may from time to time be reasonably required

Compliance and Information Management

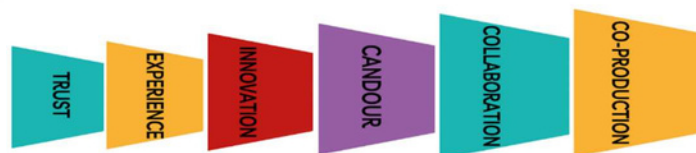
- Ensure appropriate records and case notes are completed and maintained.
 - Ensure the undertaking of appropriate monitoring, review and evaluation procedures.
- Adhere to safeguarding and data protection principles in working practice.
- Adhere to host organisation and CAVDAS policies and procedures.
- Maintain appropriate boundaries.
 - Engage with Learning and Development Plans to ensure training remains up to date
 - Keep up to date with strategic and policy developments and emerging trends in respect of substance use and related matters.
 - Undertake relevant administrative tasks, keeping thorough records and providing reports to an agreed standard, ensuring the confidentiality of all records is maintained and all GDPR practices are followed.

Professional Development

- Help with the induction and orientation of new staff, volunteers and students
 - Ensure professional development by seeking regular supervision and annual appraisals and participating in the peer workforce staff programme
 - Undertake reflective practice and participate in peer supervision and the peer workforce wellbeing activities

Vision and Values

The post holder will be expected to adhere to and embody Alliance values of TRUST, EXPERIENCE, INNOVATION, CANDOUR, COLLABORATION AND CO-PRODUCTION in their day-to-day activities working towards the Alliance outcome framework and as part of a wider team.



“The Whole is greater than the sum of its parts”

PERSON SPECIFICATION

We are looking for someone who lived experience of overcoming issues with substance misuse and will be in a place of stability to enable you to support others. It is essential that you are both able to build rapport and work with individuals from all backgrounds in a non-judgemental and supportive way, embracing harm reduction and recovery philosophies.

You will need excellent communication and listening skills, as well as administrative skills. You will be able to work under your own initiative and bring a creative passion to your work. You will be able to work with people in a one to one and group setting, as well as over the phone and using technology platforms such as Zoom/ Teams. If you do not have experience in using these platforms, training will be provided. You will be able to work productively and timely on your own, managing your own workload and completing tasks to deadlines. You will also be a team player and be able to ask for help when needed.

PERSON SPECIFICATION:		
Essential		Desirable
Qualifications and training	<ul style="list-style-type: none"> <input type="checkbox"/> Expected to meet basic skills in numeracy and literacy <input type="checkbox"/> Expected to meet basic IT skills 	<ul style="list-style-type: none"> <input type="checkbox"/> PTTLS / EAT or other equivalent group work facilitation <input type="checkbox"/> Completed accredited training in structured psychosocial interventions <input type="checkbox"/> ASIST (Applied Suicide Intervention Skills Training)
Experience/ Knowledge	<ul style="list-style-type: none"> <input type="checkbox"/> Lived experience of overcoming issues with substance misuse <input type="checkbox"/> Demonstrable experience and competence in working (paid or unpaid) in the substance use field or similar environment <input type="checkbox"/> Demonstrable experience of delivering structured group work <input type="checkbox"/> Demonstrable experience of offering 1:1 support that engages, motivates and supports a defined target group <input type="checkbox"/> Demonstrable interpersonal skills to build relationships and work collaboratively with a wide range of individuals and groups. <input type="checkbox"/> Ability to innovate, creatively plan and deliver activities to meet the needs of an identified group <input type="checkbox"/> Awareness of trauma informed practice <input type="checkbox"/> A positive and non-judgemental attitude and the ability to work in a non-discriminatory framework <input type="checkbox"/> Supports a recovery and harm reduction ethos 	<ul style="list-style-type: none"> <input type="checkbox"/> Experience of working within a multidisciplinary team. <input type="checkbox"/> Use of motivational interviewing techniques <input type="checkbox"/> Experience of undertaking assessment of needs, brief interventions, screening and feedback <input type="checkbox"/> Previous experience of delivering peer-led support / mutual aid / self help <input type="checkbox"/> Experience of partnership working (formal or informal) <input type="checkbox"/> Demonstrable experience of providing manualised support interventions <input type="checkbox"/> Trained in ACE and / or trauma informed approaches <input type="checkbox"/> Knowledge of sexual health and mental health awareness and harm reduction initiatives.

<p>Role specific requirements</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Basic IT skills: competency in Microsoft Word, Outlook, Excel or ability to learn within a given timeframe <input type="checkbox"/> Prepared to undertake enhanced Disclosure and Barring Service (DBS) vetting. <input type="checkbox"/> Willingness to travel across Cardiff & The Vale. <input type="checkbox"/> Flexibility to work at multiple locations and flexible working hours to suit demands of the role. 	<ul style="list-style-type: none"> <input type="checkbox"/> Full, current driving licence and use of a car which is insured for business use. <input type="checkbox"/> Experience and knowledge on collecting, collating, analysing, and reporting on data in line with the service specification
<p>Competencies</p>	<p>Compliance: An insightful evidence-based approach to professional development and personal practice, including a commitment to quality assurance and best practice.</p> <p>Leadership: Demonstrable ability to help with the induction and orientation of volunteers and students.</p> <p>Teamwork: Ability to build and develop relationships within the service, strategic partners and other external parties/ organisations; able to resolve conflict.</p> <p>Personal Drive: Able to manage own time and work autonomously. Ability to work on own initiative and enthusiasm, under pressure</p> <p>Communication: Good written, verbal and presentation skills. Basic IT skills: managing administration issues, monitoring and activity data reporting.</p> <p>Good facilitation/negotiation skills and a commitment to working in partnership with other agencies.</p> <p>Commercial Awareness: A flexible approach to working in a developing service and a willingness to assist in its improvement and awareness of efficiencies.</p> <p>Planning and Organising: Demonstrable experience of managing tasks and deadlines; able to resolve conflicting priorities whilst demonstrating responsible</p>	

	time management and efficacy of prioritising workload.	
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CAVDAS may consider the appointment of a candidate who is unable to meet a particular requirement if they offer other skills, knowledge, or experience valuable to the role and the host Organisation. The candidate must also be able to meet the required shortfall within a reasonable timeframe whilst undertaking the newly appointed role.

Additional information

This post has been identified as requiring the post holder to provide evidence of BBV immunisation status in order to carry out the role effectively. The role MAY at times and with prior agreement, require the post holder to undertake Dry Blood Spot Testing/ Working in Needle Exchange or in harm reduction and outreach settings and therefore CAVDAS wishes to ensure that staff are not at risk of infection or transmission of a disease that may affect their own or patient safety. Staff will therefore need to evidence their immunisation history, exemption, or non-responder on commencement of employment or at routine intervals at the request of the Organisation.

You will need to provide evidence of your COVID-19 vaccination status; we strongly advise that both vaccinations, plus any booster vaccinations are received (unless you have reasonable grounds, e.g. you are medically exempt). The post holder will be expected to work in line with the Social Services and Well Being (Wales Act) 2014, and the Violence Against Women Domestic Abuse and Sexual Violence (Wales) Act 2015 to ensure safeguarding of individuals (adult and children) is at the heart of delivery.