

	<h1>Job Description / Role Profile</h1>
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Community Connections Coordinator Job Share

Reports to:	Recovery Community Team Lead
Location:	<p>Main Location 218 Cowbridge Rd East Cardiff - CF5 1GX</p> <p>Other Locations 7 St Andrew's Pl, Cardiff CF10 3BE 2-10 Holton Rd, Barry CF63 4HD</p> <p>You will also visit a number of community spaces</p>
Hours:	18.75 hours per week
Contract Type:	Permanent subject to funding
Salary:	£24931 - £27053 per annum (FTE) Actual £12,465.50 - £13,526.50

Background to CAVDAS:

The CAVDAS Alliance brings together the skills, experience and expertise of three Welsh substance use organisations – Barod, Kaleidoscope and Recovery Cymru – and the Cardiff and Vale Area Planning Board. CAVDAS was formed to deliver innovative services based on the needs of the people in Cardiff and Vale. This unique arrangement for Welsh services allows space for the voices of people using services to be heard and for their needs to be met in the ways that work for them. That way, we can continue to further develop services as required.

We exist to make sure every individual can get the support, information and advice they need regarding their own or someone else’s drug and alcohol use. We support every age group and people can get in touch with us directly or via a professional referral. We call this our ‘No wrong door’ approach: however, and whenever people get in touch about any drug and alcohol concerns, we’ll know how to help. We believe the best services are produced together with the people who need them and who have first-hand experience of what works well. This is how we develop our services and why we have a strong, professional peer support team who are a very important part of our approach.

You can find out more about CAVDAS at www.cavdas.com

The CAVDAS Peer Recovery Team

This role sits within the CAVDAS Peer Recovery Team which seeks to ensure peer support is available to people accessing CAVDAS at all stages of change and recovery. The team offers: -

- 1:1 peer support
- Groupwork
- Peer support for people accessing treatment services, preparing to access or at risk of dropping out
- Recovery and aftercare programmes, including a community rehab programme
- Voices Action Change – coproduction and service user involvement
- Community connections
- Volunteering
- Co-delivery and a pathway to the wider Recovery Community via the recovery centre

Purpose of the role:

The community connections programme aims to connect people with people, places and activities in their communities to increase their recovery capital, thereby supporting change and sustained recovery, whatever that means to them. The programme aims to inspire, motivate and enthuse people to explore their skills and interests, find new ones and build their confidence away from substance use.

This part time role forms an integral part of the peer recovery team within CAVDAS, offering people individual and group support to broaden their connection with recovery supportive activities and the recovery community to reduce boredom and isolation, and ultimately to find new ways to have fun and find meaning! The role involves being aware of and building relationships with community assets as well as the recovery community. In your role you will offer sessions and support to graduates of the community rehab programme and a small group of people looking for specific community connection support post-detox or as part of a planned exit from treatment. You will work closely with but have distinct focus from your job share.

You will embody and represent the recovery community ethos and model in how you deliver your work. You will also operate at the interface between the recovery community, CAVDAS treatment services and wider society. Coproduction is central to CAVDAS, and you will have the opportunity to influence, with the people you support, what we offer, how and where. You will support the work of Voices Action Change to ensure service users across the system design, deliver and monitor the work of CAVDAS.

SPECIFIC RESPONSIBILITIES

- Community rehabilitation graduate programme
- Work with colleagues to design and run group and 1:1 sessions as part of the community rehab graduate programme

- Run group sessions promoting community connections
- Individual support – time bound
- Work with individuals to explore their skills, interests, hobbies
- Enthuse, motivate and encourage people to try new things
- When appropriate, undertake recovery capital exercises with people

Community Engagement

- Be aware of, map and create relationships with community assets
- Create opportunities for individuals to experience or learn about opportunities available to them within their communities
- Ensure individuals are aware of ways in which they can access the recovery community and assist in them doing so
- Provide additional support, when required, to individuals initially hesitant to engage in external community activities.
- Work closely with colleagues to ensure all volunteering and community engagement opportunities are promoted and publicised across CAVDAS

Volunteering

- Inspire, encourage and support people to access volunteering opportunities in the community and in specialised substance misuse services

General Responsibilities

- Be responsible for dealing sensitively with the range of complex and challenging issues members may present.
- Maintain thorough records and provide regular monitoring reports
- Ensure that all participants are safeguarded, and that good, safe practice is followed in all project activities and to contribute to HR processes.
- Undertake reflective practice and participate in peer supervision
- Attend CAVDAS partnership meetings
- Communicate host organisation and CAVDAS visions and deliver upon model, ethos and philosophy
- 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.
- To 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
- Undertake relevant administrative tasks, keeping thorough records and providing reports, ensuring the confidentiality of all records is maintained and all GDPR practices are followed.

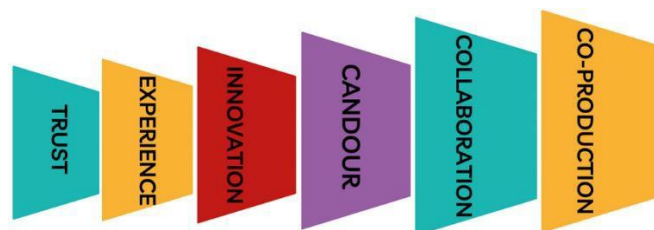
Professional Development

- 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
- 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)

Critically, you will embody and represent the RC recovery community ethos and model across CAVDAS treatment and support services in how you deliver your work. You will also 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. As part of the peer workforce, you will have the opportunity to influence culture change across substance use treatment services. You will operate in locations most suited to the needs of the people you engage with, including the recovery centres, CAVDAS buildings, community outreach and statutory partners.

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:		
	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Expected to meet basic skills in numeracy and literacy • Good IT skills: competency in Microsoft Office, Zoom and Teams 	<ul style="list-style-type: none"> • PTTLS / AET or other equivalent group work facilitation • Relevant qualification(s) • Project or volunteer coordination
Experience/ Knowledge	<ul style="list-style-type: none"> • Experience of delivering groups or a transferable skill • Ability to persuade, motivate and engage individuals and organisations when faced with resistance • Experience of offering 1:1 support • Interpersonal skills to build relationships and work collaboratively with a wide range of individuals and groups • Ability to innovate, creatively plan and deliver activities to meet the needs of an identified group • Ability to communicate information to a variety of audiences by a range of methods including face to face, telephone, reports letters and emails. • Excellent organisational skills • Knowledge of safeguarding procedures • Ability to work flexibly, to take initiative and work to deadlines independently • Ability to maintain records and follow all GDPR practices • A positive and non-judgemental attitude and the ability to work in a non-discriminatory framework 	<ul style="list-style-type: none"> • Experience and competence in working (paid or unpaid) in the substance misuse field or similar environment • Personal experience of substance use (personal or family) or relatable experiences • Use of motivational interviewing techniques • Experience in a developmental role • Experience of working within a volunteering team

PERSON SPECIFICATION:		
	Essential	Desirable
Role specific requirements	<ul style="list-style-type: none"> Flexibility to work at multiple locations Prepared to undertake enhanced Disclosure and Barring Service (DBS) vetting. 	<ul style="list-style-type: none"> Full, current driving licence and use of a car which is insured for business use. Experience and knowledge of collecting, collating, analysing and reporting on data in line with the service specification
<p>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.</p>		

ADDITIONAL INFORMATION

This post has been identified as requiring evidence of BBV immunisation status to carry out the role effectively. The role may require the post hold to undertake Dry Blood Spot Testing/ Substance Use Testing/ Working in Needle Exchange or is a clinical role 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 Alliance.

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. A good understanding of confidentiality and information sharing legislation is required with the confidence to act professionally and seek guidance and support from line management and colleagues where appropriate.