

	<h1>Job Description / Role Profile</h1>
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## Peer Support In Treatment Team Leader

Reports to:	Service Manager
Salary / Grade:	£31827 - £33949 p/a
Location:	<p>You will be primarily based between</p> <ul style="list-style-type: none"> <li>• 7 St Andrew's Pl, Cardiff CF10 3BE and</li> <li>• 2-10 Holton Rd, Barry CF63 4HD</li> </ul> <p>You will be expected to have a regular presence and working relationship with</p> <ul style="list-style-type: none"> <li>• 218 Cowbridge Rd E, Cardiff CF5 1GX and</li> <li>• 94 Neville St, Cardiff CF11 6LS</li> </ul>
Hours:	37.5 hours per week. You will be required to work some evenings and weekends on a rota basis. Schedules are distributed with notice.
Contract Type:	Permanent subject to funding

### 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](http://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:**

Team leaders develop, manage, and lead teams within CAVDAS, including staff support and development, to ensure effective service delivery. This is an exciting new role within the CAVDAS Peer Recovery Team structure that has arisen from increased need for peer support for people who are at earlier stages of their recovery and / or treatment journey.

The purpose of this role is to:

- Develop, coordinate, implement and monitor the delivery of peer support for individuals who are entering or engaging with treatment services, as well as those who are at risk of disengaging. This will include group and one to one programme delivery.
- To understand the needs and strengths of people engaging in your team programmes, implementing strengths based and recovery focussed approaches and innovations.
- To create effective relationships with partners, particularly those in health and criminal justice services to create effective joint working and co-located support for the people who access or are waiting to access services.
- To oversee the Voices Action Change project (service use voice and coproduction project) within CAVDAS
- To understand, champion and support the peer workforce and recovery community model within CAVDAS and with partners.
- To ensure appropriate planning and allocation of work and organising rotas. As the area service lead, you will be responsible for implementing and ensuring adherence to CAVDAS policies, procedures, and protocols within their delivery focus.
- Provide strong leadership in risk and safeguarding matters

You will work closely with your co-team leader (Peer Recovery and Aftercare) but will have distinct areas of responsibility and focus. You will be expected to work as a team and support one another, to ensure seamless and uninterrupted support for the staff that you both lead and for the benefit of people accessing peer support. CAVDAS seeks to provide a no wrong door, seamless offer for people at all stages of their journey and team leaders across CAVDAS are expected to have a united and collective approach to leading and managing their teams and programmes of work.

You will be based primarily in CAVDAS treatment centres (St Andrews and Holton Road), from which you will lead, direct and support a team of peer workers to support people accessing CAVDAS services. You will also lead on creating positive working relationships and dynamic joined delivery with key substance use partners, namely NHS drug and alcohol services, including the Community Addictions Unit and criminal justice services.

The post holder should be committed to evidence-based practice, sound clinical governance and continual improvement, and have a desire to firmly embed these principles within the team.

This is a critical role, implementing the recovery community approach within CAVDAS treatment services. We have a strong focus on recovery, wellbeing, and training for our staff, taking our responsibility as an employer seriously.

### **Key Duties and Responsibilities**

- Leading and managing a 'peer support in treatment' focused team.
- Provide operational leadership for high quality delivery for people accessing CAVDAS and the collaboration with the Recovery Cymru recovery community.
- Manage, motivate, and lead the CAVDAS 'peer support in treatment' focused team, providing robust supervision and appraisal,
- Offer support, development, and wellbeing / recovery support planning to CAVDAS staff as required, using coaching as a tool for staff development.
- Ensure that staff are given opportunities to learn and develop in their role.
- Provide support and guidance regarding practice issues to your team.
- Contribute to the recruitment, induction, and development of new staff, as well as HR issues as required.
- Lead team meetings, with a focus on communication, delivery and performance
- Represent and champion the needs and achievements of the peer workforce throughout CAVDAS.
- Foster the culture of the Recovery Cymru C.H.I.M.E. (Connection, Hope, Identity, Meaning and Empowerment) peer led model throughout the delivery of peer support in CAVDAS.

### **Coordinating delivery**

- Ensure the effective delivery of 1:1 support for people accessing treatment services, preparing to access or at risk of dropping out
- Ensure the expansion of group work for this client group across CAVDAS

- Oversee the Voices Action Change project and ensure service user involvement and coproduction is at the heart of delivery
- Work with the Peer recovery and aftercare team leader to ensure a seamless access route for people into the community rehab programme and those moving towards exiting treatment services
- Work with all CAVDAS delivery team leaders to create smooth pathways, robust working agreements and care pathways, increasing opportunities for people accessing CAVDAS services
- Coordinate a rota with colleagues to ensure a vibrant drop-in service is available in St Andrews and 2-10 Holton Road
- Oversee referrals and ensure effective allocation, joint working and case management
- Adhere to health and safety, vetting, and security procedures/policies as directed by the partnership and commissioning bodies.
- Undertake operational performance management, ensuring that services collect, collate, and report the required information and data; identify areas of under-performance and planning and implementing actions to improve performance.
- Liaise closely with health and social care service providers
- Ensure appropriate crisis intervention is available where necessary and appropriate.
- Report any significant staffing issues to the Service Manager as and when appropriate.
- Promote information regarding substance use and associated lifestyle behaviours that reduces the risk of overdose, reduces the spread of blood borne viruses, promotes healthy living, and minimises the potential risks and impact of drug related crime and disorder on the wider community.
- To undertake other reasonable duties as requested, but which may not be specified within the job description.

### **Quality and governance**

- Ensure case notes and other statutory records are up to date and kept in accordance with CAVDAS policies and procedures/regional information sharing protocols, data protection and GDPR legislation.
- Implement and demonstrate CAVDAS/Recovery Cymru policies, procedures, and protocols across the service, to ensure that safety and good practice are maintained for staff, other agencies, and service users.
- Communicate CAVDAS' values and vision
- Ensure appropriate safeguarding and data protection principles are adhered in working practice.
- Respond in a timely and appropriate manner to complaints feedback and concerns in line with CAVDAS policies and procedures.
- To attend and report to safeguarding reviews, meetings, and conferences e.g. Multi-Agency Risk Assessment Conferences (MARACs) and Fatal Drug Poisoning Review Panel.
- Attend and contribute to regular line management supervision with Adult Service Manager, giving regular updates on the service.

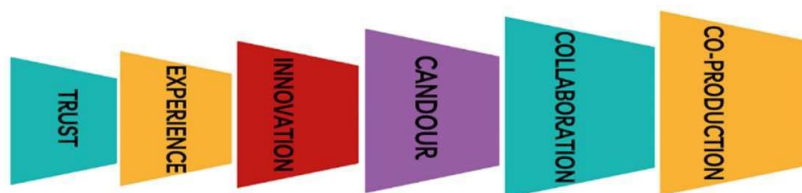
- Work with the Service Manager and CAVDAS Alliance Manager and the Alliance Manager to allocate resources and provide an innovative and flexible services across Cardiff and the Vale.

## Service Development

- To represent the service and participate in any meetings as requested.
- To represent CAVDAS in the wider community.
- Support the continued delivery of a high-quality service in line with the service specification and regional delivery plans.
- Contribute to the delivery of internal teaching and training programmes
- Work collaboratively with colleagues to further develop the service
- Contribute and encourage the use of Welsh Language within your own practice and that of your colleagues (internal and external).
- Contribute to the induction and orientation of new staff, volunteers, and students.
- Ensure professional development by seeking regular supervision and annual appraisals.
- Effectively manage own time and prioritise workload, maintaining own administration and accurate personal records regarding travel, diary appointments, TOIL, and expenses incurred.

## 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”.**

<b>PERSON SPECIFICATION:</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• GCSE English Literature or Language, grade C or above (or equivalent).</li> <li>• Leadership/management qualification, equivalent or working towards.</li> </ul>	<ul style="list-style-type: none"> <li>• Substance Misuse accredited training.</li> <li>• Trauma Informed Practice / ACES Educated to Professional Diploma level.</li> <li>• ASSIST practitioner</li> <li>• Level 3 Diploma in Health and Social Care (or equivalent)</li> </ul>
<b>Experience/ Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of leading a team or transferrable skill</li> <li>• Demonstrable line management /supervision experience</li> <li>• Experience of supporting the development of staff/volunteers within a social care background.</li> <li>• Demonstrable ability to evaluate the progress and effectiveness of programmes</li> <li>• Proven ability to network and build professional relationships, demonstrating teamwork.</li> <li>• Awareness of safeguarding</li> <li>• Ability to collaboratively plan, deliver and coordinate activities to meet the needs of an identified group.</li> <li>• Ability to work effectively with people regardless of their ethnic, cultural, social backgrounds, their gender, age, religious belief, disability, and sexual orientation.</li> <li>• Demonstrable ability to manage your own workload, keeping on top of tasks, ensuring</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of attending and actively engaging with the delivery of safeguarding MARF / MARAC etc.</li> <li>• Experience of multiagency working between statutory and third sector providers.</li> <li>• The ability to communicate in Welsh.</li> <li>• Experience of completing and supporting risk management and care planning to mitigate risk of harm related to substance use.</li> <li>• Knowledge of substance use treatment and care pathways including detoxification, withdrawal and management and evidence based therapeutic interventions.</li> <li>• Knowledge of substance use</li> </ul>

	<p>deadlines are met and projects work to time.</p> <ul style="list-style-type: none"> <li>• Proven ability to work independently and manage multiple projects, solving problems and taking initiative</li> <li>• Ability to coordinate schedules.</li> <li>• Planning and Organising projects from start to finish with a good outcome</li> </ul>	<p>clinical interventions and best practice</p> <ul style="list-style-type: none"> <li>• Experience and knowledge of collecting, collating, analysing and reporting on data in line with the service specification.</li> </ul>
<b>Role specific requirements</b>	<ul style="list-style-type: none"> <li>• Prepared to undertake enhanced Disclosure and Barring Service (DBS) vetting. – role requires lived experience</li> <li>• Flexibility to work at multiple locations to suit the demands of the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Full, current driving licence and use of a car which is insured for business use.</li> </ul>
<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.