



Overcoming prescription  
drug dependence



## Recovery and Wellbeing Practitioner

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Dear Applicant,

Welcome and thank you for your interest in the Recovery and Wellbeing Practitioner.

PostScript360 is committed in supporting individuals to reduce the harms caused by prescribed drugs of dependence and withdrawal through a wrap-around service of one-to-one therapy, group therapy and a telephone support service. We train health professions, promote awareness and prevention, as well as supporting people through advocacy.

PostScript360 makes a real difference to our community's wellbeing, the clients we support incline to fall out of the health care system for many years, trying to self-manage their dependence and wellbeing until they can no longer cope; to recover from prescribed drug dependence can take up to 2 years of support.

PostScript360 brings communities together by listening to their needs, enables individuals to take control, empowering them to be active in their community. We support people through a Telephone Support Service for those who live outside our local group areas. We provide Therapy 300 is for people who live within the Greater Bristol area or who can attend Southmead Hospital, and for those who do not live locally we provide the service through group conference calling. Therapy 300 is group sessions that covers wellbeing, tapering safely from prescription dependence, learning new skills, confidence building and volunteering opportunities. We will offer ongoing support after an individual has completed our Therapy 300 through our peer-to-peer support groups called the 360 Club. Our peers are those who have "lived experience" who supports participants with similar experiences and students who are in their final year studying counselling. We will recruit and train peer volunteers with ongoing monitoring and supervision for their 360 clubs. We share our knowledge and expertise with health professionals, charities, and research organisations of the harms prescription drug dependence is having on our society. We also aim to promote prevention awareness to young people at colleges and universities.

This is an exciting opportunity for a passionate and enthusiastic individual, who is motivated about working with our client groups and has the relevant experience of working within this field. To succeed in this role, you must have empathy, understanding, excellent communication and listening skills as well as being a motivational and positive person who can help our clients change their lives for the better. If this sounds like you, we would love to hear from you and to welcome you to our team.

Best wishes,

Terri McDonald

CEO

## Our work



### **Telephone Support Service.**

We provide practical advice, counselling, tapering schedules, reassurance and support through a tailored recovery and support plan to taper off Benzodiazepines and other similar prescribed drugs safely. This service is for those who live outside or unable to attend our Therapy groups.



### **Therapy 300**

This is a face-to-face service of counselling and group therapy for those who live close to Bristol, South Gloucestershire, Bath, North East Somerset. Therapy 300 is for people who want to withdraw safely off Benzodiazepines (Benzos) and other similar prescribed drugs and to improve their emotional and social wellbeing.



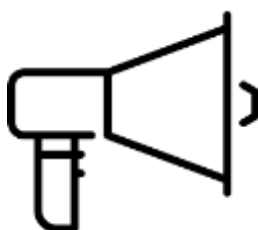
### **Advocacy**

Liaising on behalf of our clients to their GPs and other health care services to have a better understanding and outcome for the client's wellbeing.



### **Training**

For health practitioners who come into direct contact with people who misuse prescribed drugs including benzodiazepines, Z drugs, sleeping pills, Pregabalin, Gabapentin and opiate-based painkillers.



### **Prevention awareness**

Breaking down the barriers associated with prescribed drug dependence.

## Recovery and Wellbeing Officer's job description and Person specification

### Job Description

<b>Job title</b>	<b>Recovery and Wellbeing Officer</b>
<b>Hours</b>	This post is a full-time position, (or can be flexible for 4 days a week) working 5 days, 37 hours a week.  Office hours are 9.00am to 5.00 pm, flexible working hours are 10.00am to 4.00pm.
<b>Location</b>	Office in Kingswood, you must be able to travel to Southmead Hospital, and other local locations.
<b>Annual leave</b>	28 days annual leave
<b>Accountable to</b>	CEO
<b>Accountable for</b>	Clients and volunteers
<b>Salary</b>	£23,000- £27,000 annual, depending on experience

### Purpose of the position

**As a Recovery and Wellbeing Practitioner you will work with adults on an individual face-to-face basis, telephone support service and host therapy groups with people from all backgrounds and ages.**

**You will work as part of a team providing information, advice, assessments, group work and recovery management of people who have a dependency or misuse of benzodiazepines and/or other similar drugs.**

**You will support individuals to enable them to self-manage their recovery, to make positive choices and healthy changes to their lifestyle through their journey of recovery of overcoming prescription drug dependence.**

**You will be liaising with voluntary, statutory agencies and health professionals on behalf of the clients. You must have a flexible approach, committed to the principles of confidentiality, and keep up to date client records.**

You will be responsible for the delivery of Therapy 300, which includes assessment, recovery plans, group work at Southmead Hospital and other suitable locations and talking therapy by telephone through our Telephone Support Service.

You will work compliant in supporting the recovery of your clients, working with their GP's, health practitioners, families, carers and other agencies to achieve the best outcome for your clients.

You will be willing to undertake learning & development to keep your practice up to date.

## Key Duties and Responsibilities

1. To carry out triages, assessments and monitoring reviews for new and existing clients, and to follow up immediate risk/needs appropriately.
2. Deliver one to one sessions with individuals using evidence-based techniques, follow NICE guidelines of withdrawal of prescribed drugs of dependency and the Aston manual.
3. To identify and support the needs of hard-to-reach individuals who have been through many different care programmes.
4. Regularly review (at least every 6 weeks) Recovery Plans, Risk Assessments /management plans and complete monthly reports.
5. To be responsible for the provision of accurate information and advice on a range of issues including harm reduction, substance use and services available on a one-to one and group basis.
6. To manage caseloads, this may include service users with complex needs.
7. To provide one to one key working, care coordination with clients, ensuring that strength-based assessment and recovery planning is conducted on an individual basis according to the specific needs of the client.
8. To engage, build and sustain positive relationships with individuals to move them forward in their recovery and to provide pathways of other services if appropriate.
9. Effective liaison with a range of health professionals and the 'team around the individual' part of our comprehensive risk assessment and safeguarding.
10. To record all documentation and case-notes to a high standard and within required time frames.
11. Delivery of group work and 1-2-1 sessions to support people to make and sustain changes along their individual recovery plan using recognise theoretical models.
12. To work collaboratively and proactively with other members of staff, volunteers, and mentors to ensure that services are fully coordinated and are working collectively towards the achievement of recovery goals with positive outcomes for each individual client.
13. Work proactively to re-engage any individuals at risk of detachment.
14. To empower, challenge and change clients damaging behaviours.
15. To work alongside and provide support and supervision to volunteers as required.
16. To be responsible for performance management at an individual level through self-management; delivery of goals and tasks set; delivery of contractual requirements, targets, and outcomes; and reporting progress.
17. To maintain up to date knowledge of evidence based best practice related to the role.
18. To actively engage in opportunities for learning and development at an individual and team level.
19. To comply with operational management systems of supervision, objectives, appraisal, and induction.

Any other duties in line with the above as required by your line Manager.

## Monitoring and Administration

- To comply with data collection policy and procedures, reporting to ensure effective recording of performance monitoring, outcomes, and service user information.
- To carry out all necessary administration in relation to casework tasks including monitoring and reporting monthly.
- Prepare and present clear verbal presentations and written reports as required.

## Organisational Responsibilities

Must adhere to PostScript360's policies and procedures, with specific reference to:

- Confidentiality: always, only releasing confidential information obtained during employment to those acting in an official capacity.
- Data Protection Act and Information Governance: to comply with the requirements of the Data Protection Act and all policies and procedures relating to Information Governance and security of data.
- Equal Opportunities and Diversity: to ensure that all service users, their partners, colleagues both within PostScript360 and other organisations are treated as individuals by following PostScript360's Equality and Diversity Policy.
- Health and Safety: to comply always with the requirements of the Health and Safety regulations and PostScript360's Health and Safety Policy and Procedures.
- Quality Assurance: to ensure all activities are managed in a way that supports PostScript360's Quality Assurance systems.
- Safeguarding; PostScript360 is committed to safeguarding and promoting the welfare of vulnerable adults and young people and expects all staff and volunteers to share this commitment.
- Lone Working; to work in accordance with the PostScript360 Lone Working policy and procedures.
- Always adhere to contract requirements, relevant legislation, good practice, with specific reference to: NICE Guidelines on long-term benzodiazepines or z-drugs. Following drug withdrawal gradually to minimize the risk of withdrawal effects.
- Participate in the organisational planning processes and contribute to the expansion of the organisation.
- To be part of a growing charity, attending and participating in regular meetings, appropriate training courses, skills sharing sessions and participate in regular supervision and support.

This job description contains only the main accountabilities relating to the post and does not describe in detail all the duties required to carry them out. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.

## Disclosure Requirements

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions. Enhanced DBS Disclosure every three years. Further requirement to disclose any convictions/ cautions or criminal investigations incurred at any time during your employment.

## Skills & development requirement.

The post holder is expected to have or to be working towards the following qualification(s):

- Must have Diploma Level 3 Health & Social Care
- An appropriate health professional qualification; National Occupational Standards (DANOS), Health and Social Care Suite (HSC), or Counselling or psychotherapy qualification Level 4, Counselling in Substance Misuse.
- Continuing Professional Development (CPD) ensuring your management and treatment knowledge is kept up to date, e.g., through attending the training identified on your training plan and other learning events such as conferences etc.
- Working towards a professional qualification in counselling or psychotherapy.

## Person specification

Job criteria	Essential	Desirable
Minimum of three years' experience of working with people with substance misuse problems	√	
Experience of working in a social prescribing service for people in withdrawal of prescribed drugs of dependency such as benzodiazepines, opiates, or alcohol	√	
<b>Qualifications</b>		
Diploma Level 3 in Health & Social Care or equivalent qualification; or willingness, ability and commitment to achieve qualification. An appropriate health professional qualification; National Occupational Standards (DANOS), Health and Social Care Suite (HSC).	√	
Counselling qualification		√
<b>Requirements</b>		
Enhanced DBS Disclosure	√	√
You will hold a full current driving licence or be able to travel using alternative transport to different locations.	√	
<b>Knowledge, Skills and Abilities</b>		
Able to assess the complex needs of drug users, identify risks and formulate action plans to identify how these can best be addressed.	√	
Able to effectively engage with clients about their drug use through good verbal communication whilst maintaining boundaries.	√	
A good understanding of safeguarding for both children and adults and the ability to apply safeguarding practices.	√	

Able to build and maintain positive and productive working relationships with both work colleagues and people from partner agencies.	√	
Good written communication skills with ability to write accurate concise case notes, treatment and recovery plans, letters and prepare reports (including use of relevant IT).	√	
Able to demonstrate respect for the diversity, culture, values and choices of clients and wider family and community. Able to promote equal opportunities and challenges discriminatory practice.	√	
Demonstrate skills to undertake administrative duties and to use a range of IT and data management systems effectively.		√
Ability to use a variety of interventions for example CBT, Relapse Prevention, motivational interviewing and brief solution focused techniques		√
Good IT skills including use of Microsoft Office, emails, CRM and internet to keep and maintain records according to PostScript360's policies.	√	
Full membership, accreditation and registration, or actively working towards accreditation with UKCP/BACP		√

### In return you will receive:

Training opportunities and career development

28 days (rising to 30 with length of service) Annual Leave plus Bank Holidays

Contributory Pension Scheme

Disclosure and Barring Service Check

Please email your application form and cover letter (**please note, we do not accept CV**) to **info@postscript360.org.uk**

**Closing date** estimate for the 6<sup>th</sup> March 2021, N.B. may close earlier due to number of applicants.

**Interviews** commence from the 8<sup>th</sup> March 2021, N.B. may interview sooner depending on the number of applicants.

**For further information please contact us on 0117 9663629 or email info@postscript360.org.uk.**

### Office address:

PostScript360  
1<sup>st</sup> Floor, East Wing,  
Kingswood Estate,  
Kingswood,  
Bristol BS15 8DB  
www.postscript360.org.uk