

AVON & WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST

JOB DESCRIPTION

Job Title:	Drug and Alcohol Practitioner
Pay Band:	Band 5
Responsible to:	Job title of manager
Base:	location where job is based
Hours:	e.g. Full time 37.5 hours, or job share.

Job Purpose

Provide a defined drug and alcohol service to an allocated caseload of service users, having responsibility for the assessment of needs, the planning and implementation of treatment and care to meet those needs as agreed with multidisciplinary team and/or supervisor, co-ordinating care (with supervision) for particular clients, and contributing to the evaluation of care across a variety of settings where specialist treatment is available.

Liaise as appropriate with other members of the multidisciplinary team and other agencies involved in the care of individual service users.

Participate in Integrated Governance processes, particularly as they relate to own practice, contributing to the monitoring of service provision and performance, and standards of care, through data collection and audit processes.

Liaise with other services and agencies involved in provision of services to people with drug and/or alcohol problems.

AWP Recovery Statement

We in AWP place recovery and reablement at the heart of our service. Therefore we all demonstrate the recovery principles of:

- Hope
- Partnership
- Maximising opportunities every day, in all that we do.

Organisational chart:

So that people can understand the relationships between this role and others.

Dimensions:

Budget Managed: £

Number of staff responsible for:

Number of sites working across:

Key Result Areas

1. Develop and maintain as far as possible effective helping relationships with service users, working in partnership with service users and carers and ensuring that your practice accords with guidance and best practice standards regarding the delivery of services including, but not limited to, requirements in relation to Privacy, Dignity and Respect and Diversity¹
2. Provide screening, triage and comprehensive assessment for allocated service users.
3. Provide a defined drug and alcohol service to an allocated caseload of service users, having responsibility for the assessment of needs and the planning and implementation of treatment and care to meet those needs, based on evidence of best practice, and as agreed with multidisciplinary team and/or supervisor, and contributing to the evaluation of care.
4. Working with service users, and others as appropriate, in working collaboratively in the screening and ongoing assessment of risk, and the development and review of plans to manage identified risks effectively, working closely with senior members of the multi-disciplinary team and practicing in accordance with Trust and national policy and best practice guidance and specifically the principles set out in 'Best Practice in Managing Risk' (DoH 2007).
5. Co-ordinate care for designated service users on your caseload under the supervision of a more senior practitioner.
6. Develop and maintain good working relationships and effective communication with other members of the Drug and Alcohol Service, participating in regular team meetings and contributing to peer supervision and training as appropriate.
7. Maintain accurate and up to date records of casework with individual clients, ensuring that your practice & record-keeping complies with all relevant standards and Good Practice Guidelines².
8. Ensure the monitoring and evaluation of the Service by collecting and recording high quality and timely data using electronic and paper systems as required.
9. Participate in your own supervision. Work with your line manager to set and review your objectives, and to identify and meet your training and professional development needs through supervision and appraisal against the KSF outline for your post. Maintain professional registration as appropriate, utilising time allocated through agreement with line manager and clinical supervisor to ensure professional development.
10. Ensure you keep up to date with developments in the drug/alcohol field and related areas as appropriate, ensuring that your practice is based on best available evidence and meets all relevant standards and requirements set out in Integrated Governance frameworks, specifically Standards for Better Health.

11. Participate in Integrated Governance processes, particularly as they relate to own practice, contributing to the monitoring of service provision and performance, and standards of care, through data collection and audit processes.
12. Ensure that you maintain familiarity and work in accordance with all relevant national and Trust Policy and guidance, including how and where to access this.
13. Examine and review personal and team's understanding of provision of equal access to services by diverse groups in line with AWP policy, facilitating fair and equal access, particularly to under represented groups.
14. Contribute to the provision of training for students.
15. Have responsibility for other duties as agreed with line manager.
16. This is an accurate reflection of the role and responsibilities of this post at this time, which may change and develop in line with service needs commensurate with the banding of this post.

¹

as set out in Standards for Better Health (DoH 2004) and Essence of Care benchmarks

² *E.g. NMC Guidelines, AWP "Good Practice Guidelines for the Completion of Health and Social Care Records"*

Communications and Working Relationships

Service manager

Other team members

Independent service providers

Primary care

Secondary Care

Most challenging part of this role

The job will involve engaging a group of clients who are traditionally perceived as difficult to engage with, and whom can exhibit some challenging behaviours. The post holder will be supported within an experienced multidisciplinary team, and will only operate in an environment where there is access to direct live supervision when necessary.

Policies and Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet (Ourspace) or from your manager.

In particular, attention is drawn to the Trust's arrangements in relation to safeguarding children and vulnerable adults as well as infection prevention and control.

All employees are expected to be familiar with the Trust's approach to risk management, take a risk management approach to their own work and take responsibility for the management of the risks they own.

Confidentiality

Much of the work is of a confidential nature. This means that no discussion should take place about the care, needs, or activities of any service user, except in the clear interest of that service user or other members of staff. Staff are reminded that personal information concerning colleagues is also confidential

Equality and Diversity

Avon and Wiltshire Mental Health Partnership NHS Trust is committed to the fair treatment of all people, regardless of their gender, gender re-assignment, race, colour, ethnicity, ethnic or national origin, citizenship, religion, beliefs, disability, mental health needs, age, domestic circumstances, social class, sexual orientation, ex-offender status, political allegiance or trades union membership.

The Trust requires all of its employees to treat all of its stakeholders including colleagues, service users, carers and their visitors with dignity and respect.

Smoking

Smoking by Trust Staff is not permitted whilst on duty whether that be on Trust premises or grounds or out in the community. Staff must also be mindful of public perception and must therefore not smoke whilst travelling in Trust identified vehicles or when in uniform or can otherwise be identified as Avon and Wiltshire Mental Health Partnership NHS Trust staff.

Review

These duties are intended to be a guide to the post and should not be considered exhaustive. It is subject to review, depending on the needs of the department. The post holder will be encouraged to participate in any such review. The Trust is committed to regular performance appraisal (including setting objectives for review annually) and agreement of personal development plans for all staff to enhance their ability to fulfil the requirements of their post.

Person Specification
Drug and Alcohol Practitioner
Band 5

Essential knowledge, skills and experience

- Appropriate health / social care professional qualification and registration or equivalent relevant experience.
- Evidence of continuing professional development relevant to the post.
- Experience as a practitioner working with service users and carers, relevant to the delivery of substance misuse services.
- Competent in assessment, risk assessment and risk management, care planning, care co-ordination and evaluation of care.
- Able to develop therapeutically effective relationships with service users and carers, working effectively with diverse groups.
- Up to date knowledge of, and relevant skills for delivering a range of psychosocial and/or prescribing interventions to this client group as appropriate to this role.
- Up to date knowledge of current developments in the drug/alcohol field and related aspects of general / mental health.
- Up to date communication, presentation, interpersonal and liaison skills, both verbal and written.
- Sound basic IT literacy, including word processing, e-mail and internet use.
- Access to appropriate transport.

Desirable knowledge, skills and experience

- Driver with full driving licence and access to own/leased transport.

Specialist Drug and Alcohol Services



