



It's not what we do, it's what we do next

Job Description

Title of post: Senior Practitioner Cannabis Recovery Probation contract

Contract: Fixed term 1 year minimum

Ref: **CSG-D&R-CSP09JUNE2024a**

Deadline: 23:59 9th June 2024

Interviews: w/c 24th June 2024

Location: West Yorkshire, Bradford base

Responsible to: Team Leader – Programme Manager

Salary Scale: £ 30,296 – 31,364 p/a

Hours of Work: 37.5 hours per week (excluding a 30 min unpaid meal break)

Worked Monday to Friday 9.15am until 5.15pm, (although occasional week ends, later evenings and bank holidays may be necessary)

Annual Leave: 32 working days plus bank holidays (pro rata) and private healthcare package

Special Provisions: The post is subject to the successful applicant applying for an enhanced disclosure and barring check, the results of which would not necessarily exclude applicants from consideration. Other vetting may be required at probation level.

CREATE STRENGTH GROUP

Create Strength Group (CSG) provide support to those affected by individuals whose life is affected by their own, addictive behaviour or that of someone close to them. We have a specialism in recovery and aftercare, helping to maintain abstinence and personal growth. We believe all those with addictive behaviours have the ability to turn their lives around and make positive, sustainable changes to their personal circumstances and the communities they live in.

ROLE PURPOSE

An exciting, varied and rewarding opportunity has arisen for a talented and motivated individual to work in partnership with criminal justice partners including Prisons, Police, Liaison and Diversion Schemes, Courts, and Probation as well as Housing, Employment and Mental Health providers to help improve lives and reduce the cycle of drug and alcohol related offending. As part of the 10-year Drug Strategy to tackle drug-related crime and

reduce drug-related deaths, we are looking for a Senior Practitioner to support the Team Leader to inspire and lead a small team focussed upon recovery from cannabis and cannabinoid addiction.

Providing collaborative recovery planning to substance misusers within the treatment process (drug and alcohol) guiding individual recovery journeys, through treatment to sustained recovery. You will be working in a small team of recovery delivery professionals designing and delivering recovery solutions in collaboration with the probation service across West Yorkshire. Group facilitation skills and training delivery experience of short rolling courses are key to this appointment. This Job Description is not definitive and outlines key accountabilities – colleagues are expected to be flexible regarding their responsibilities and will from time to time be asked to carry out other duties to ensure achievement of organisation goals.

In addition to carrying a caseload, the post holder will work as a senior member of the team supporting the Team Leader by demonstrating day to day senior navigator leadership and performing a range of delegated tasks from the list of duties noted below. While the Team Leader ultimately holds full responsibility and accountability for the duties listed below as part of their role, one of the key purposes of the senior role is to step in and take responsibility when the Team Leader is absent from the project for reasons such as leave, off site at meetings/ training or during any unplanned absence (illness).

For role clarity the additional responsibilities are set out as follows:

- Additional routine duties
- Delegated duties in the absence of the Team Leader

The Team Leader will provide support, training, mentoring and supervision to the Senior Practitioner on taking up the additional responsibilities for assurance against delegated duties in the absence of the Service Manager.

Key Duties and Responsibilities

- Ensure that directly employed staff have a manageable workload. Providing supervision (with reflective practice) and support staff to improve service user outcomes through observed practice. Ensuring professional standards are met and best practice is implemented.
- Assure that staff working in the service produce a comprehensive coordinated care package with each service user that is implemented and reviewed to address specific needs of the individual and that treatment is fully integrated with local partners including the clients formal and informal support networks.
- Empower staff to promote hope, empowerment, choices, and opportunities that assist service users reaching their full potential as individuals and community members.

- Ensuring quality of service delivery through data analysis and engaging staff in service quality improvement planning and where required produce service improvement plans
- Ensure that all safeguarding issues for children and adults are dealt with in accordance with Create Strength Group policies, procedures, and local and national requirements. Work with your team and designated Safeguarding lead to ensure that the practices within the teams enable identification of service users and children at risk. Ensuring that staff are supported and competent in their delivery of interventions that reduce risk.
- Have direct contact by carrying a number of clients on own caseload.

Additional routine duties:

- To Support the Service Manager with named casework and casework supervision where delegated and recording all actions in accordance with team and organisational protocols.
- Deal with day-to-day routine enquiries – this includes providing guidance and support to staff on ad hoc case direction and recording all actions in accordance with team and organisational protocols
- To undertake training and mentoring of staff where delegated
- Supporting the advocacy actions for clients including production of letters, forms, documents, emails, meeting attendance where delegated
- Ensure team timely completion of trackers in accordance with the team protocols.
- To support the management of incidents within the service where delegated.
- To support the management of concerns, complaints and allegations raised about the service or individuals working in the service (staff, volunteers) in accordance with policies and procedures and where delegated.
- Attending internal and external meetings District Steering Groups, delivering talks and training to promote the profile of the services of Create Strength Group throughout the district and beyond where delegated.
- Support data management and monitoring ensuring team comply with data recording and reporting requirements and deadlines.

Delegated duties in the absence of the Team Leader

- Oversee and support attendance management within the team – i.e. coordinating cover of diaries and managing team absence
- Authorise Annual Leave, training, and sickness absence.

- To manage all incidents within the programme in accordance with team protocols and organisational policies
- Developing and having oversight of risk assessment plans and provide guidance and direction.
- To manage safeguarding casework and reporting in accordance with team and organisation protocols
- Chair team meetings and ensure notes are recorded and actions undertaken.
- Support data management and monitoring for the unit including completing the end of quarter narrative report, this would be in exceptional circumstances.
- To manage, concerns, complaints and allegations raised about the service or individuals working in the service (staff, volunteers, students) in accordance with policies and procedures.
- To undertake tasks as requested by the Director of Operations or Senior Management Team

Person specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to diploma/ degree level in a relevant subject. <p>Or</p> <ul style="list-style-type: none"> • Minimum 3 years equivalent direct experience in substance misuse treatment/ health and social care delivery. 	<ul style="list-style-type: none"> • Management qualification
Experience	<ul style="list-style-type: none"> • Relevant experience of supporting others to develop through mentoring, coaching and/or supervision. • Experience of effective partnership working relationship management, pathway, and protocol development. • Experience of culture and change management, staff engagement, service improvement. • Experience delivering cannabis interventions. 	<ul style="list-style-type: none"> • Relevant experience of working in a leadership role • Lived experience of addiction and recovery
Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge and experience of delivering services which evidence high performance and quality standards. • Knowledge of relevant practice in relation to safeguarding vulnerable groups, including children. 	<ul style="list-style-type: none"> • Detailed knowledge of the endocannabinoid system

	<ul style="list-style-type: none"> • Ability to lead, inspire and develop a team. • Ability to develop positive working cultures and relationships. • Demonstrate effective communication in a variety of formats to a broad audience. 	
	<ul style="list-style-type: none"> • Ability to apply reasoned non-judgemental analysis to the investigation of incidents (including the death of clients) and to produce high quality investigation reports. 	
Other attributes	<ul style="list-style-type: none"> • Willingness to work flexibly. • Committed to own professional development. • Willing to travel to fulfil the requirements of the post. <p>Possess the following personal qualities:</p> <ul style="list-style-type: none"> • Tenacity • Confidence • Optimism • Self-Awareness • Adaptability • Flexibility • Reliability • Consistency • Willingness to embrace change • Enjoy social interaction • Manage stress efficiently • Have strong professional boundaries 	<ul style="list-style-type: none"> • Car driver and access to own vehicle

Key Behaviours	Works Proactively Demonstrates initiative, thinks ahead, and takes prompt action to solve problems; completes tasks, overcomes obstacles and seize opportunities.
	Leads Change & Improves Performance Responds quickly and positively to change, seeking to continuously improve performance by learning quickly from our mistakes, celebrating our successes, and constantly developing our people and processes.
	Demonstrates Creativity & Innovation Applies creative and lateral thinking to organisational issues; challenges the status quo and introduces new ideas, methods and processes.
	Client & Customer Focused Focuses on and understand the needs of internal and external customers, members and other stakeholders and strives to deliver a prompt, effective and personalised service (For “customers” please also read, members, stakeholders and audiences)

	<p>Influences Others & Communicates Effectively Positively influences others and where appropriate persuades them to change their views, intentions, or actions. Listens closely and communicates clearly both verbally and in writing.</p>
<p>Key Behaviours</p>	<p>Applies & Shares Expert Knowledge Demonstrates the specialist knowledge and technical requirements of the job. Applies skills and experience to perform the job effectively, completes work to a high standard and shares knowledge across the organisation.</p>
	<p>Works Collaboratively with Others Works collaboratively with others for the good of the business; builds a network of good relationships and develops a thorough understanding of the organisation and the wider sector.</p>
	<p>Values & Respects Others Respects other individuals; listens and considers different opinions, feelings, and motivations; is trustworthy and acts with integrity; responds and acts constructively towards others.</p>

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For more information and an informal chat, please contact
Dave Memery m. 07563 184 362 e.dave.memery@cslhg.org

Create Strength Group CIO, Abstinence based recovery and training
35 Salem Street. BRADFORD. BD1 4QH. Charity number: 1193551
e. cslhginfo@gmail.com w. www.createstrengthgroup.org