

### **Substance Misuse Key Worker**

Below are listed qualities and experience that are necessary for this post. We will be looking for evidence during the selection process that candidates fulfil all essential criteria. Please use this guide when completing the application form. The ABOUT YOU section of the application form is your opportunity to tell us how you meet the essential criteria that you have not demonstrated you meet elsewhere in your application form.

	<b>Essential Criteria</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least one year providing solution focussed practical information, advice, guidance and support to members of the public</li> <li>• Working with families affected by Substance Misuse</li> <li>• Effective case management</li> <li>• Networking and engaging with a variety of different organisations</li> <li>• Developing and supporting peer led groups</li> <li>• Developing, delivering and facilitating training</li> <li>• Accurate, timely and effective record keeping using a CRM system</li> <li>• Identifying needs, developing effective care plans and delivering interventions in a person centred way</li> </ul> <p><b>Also desirable</b></p> <ul style="list-style-type: none"> <li>• Working in a health and/or social care setting</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong communication, presentation, interpersonal, facilitation and training skills to be able to work with groups of Carers, professionals and others</li> <li>• Strong I.T skills and the ability to use I.C.T in the provision of information and advice, including via virtual meetings</li> <li>• Ability to listen and calmly convey empathy, understanding and discretion</li> <li>• Strong organisation skills</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE Grade C or above (or equivalent) in Maths and English</li> </ul> <p><b>Also Desirable</b></p> <ul style="list-style-type: none"> <li>• A qualification in a relevant subject</li> </ul>
<b>Special Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of the importance of providing the right information, in the right way, at the right time</li> <li>• Some understanding of addiction, substance misuse and the effect it can have on the substance misuser, their friends, family and affected others</li> <li>• Interventions used to support families and vulnerable clients affected by substance misuse</li> <li>• Basic knowledge of Carers Rights, the principles of Safeguarding, GDPR and Confidentiality</li> <li>• Understanding of equality and diversity and the need to work in a fair and equitable way</li> <li>• The cycle of change and the recovery agenda</li> </ul> <p><b>Also Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge of support services and other organisations in North East Lincolnshire that support Carers</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Can work as part of a team for the effective delivery of support services.</li> <li>• Can work on own initiative, work to deadlines and takes responsibility for personal and professional development</li> <li>• Flexible and adaptable</li> <li>• Committed to providing an equitable support service</li> </ul>
<b>Working Arrangements</b>	<ul style="list-style-type: none"> <li>• Full driving license and access to car</li> <li>• Able to work extended hours including evenings and weekends when required</li> </ul>