



Part time Concerned Other Support Worker

Support for people affected by another person's drug and/or alcohol use

Hours:	17.5 hours per week
Salary:	NJC Scale Point 23: pro rata Actual salary - £13,500
Annual holidays:	25 days plus Bank and Public Holidays pro rata

Main Responsibilities:

1. To manage a caseload of clients who are people affected by another person's drug and alcohol use.
2. Keep client files up to date and participate in the Carers Leeds monitoring procedures.
3. To provide one-to-one support to clients over the phone, by appointment at Carers Leeds offices and through outreach.
4. To offer emotional support, guidance and information to increase a client's knowledge and understanding of substance use, treatment, recovery services and dual diagnosis.
5. Work with clients to promote behaviour change within the relationship between the concerned other and the substance user,
6. Case manage risk situations as presented by the clients, developing risk management plans to stabilise and minimise risk.
7. To identify safeguarding issues for children and adults and make referrals according to Carers Leeds safeguarding policies.
8. Design and deliver workshops specific to the educational needs of the client group.
9. Facilitate support groups.
10. Respond to demand from clients for new information based workshops.
11. Work in partnership with drug and alcohol services, housing, mental health, criminal justice services in order to enhance treatment and recovery of the substance user and improve wellbeing for the concerned other.
12. To work closely with team members jointly allocating referrals, sharing good practice and participating in peer support.
13. Implement the Carers Leeds outcome measure.
14. Work as part of the Carers Leeds staff team supporting colleagues and helping out with the information and advice service when necessary.

There is some flexibility in working hours but the person appointed will be required to work on Wednesdays offering late appointments with a finish time of 7pm.

Concerned Other Support Worker: Person Specification

The post-holder will be expected to possess the following qualities

Knowledge and Understanding

1. A clear understanding of the issues faced by people affected by another person's drug and alcohol use.
2. Experience working in a drug and/or alcohol service.
3. Knowledge of drug and alcohol services in Leeds.
4. Experience of group facilitation and learning activities.
5. Experience of delivering one-to-one support work
6. Experience of working with individuals where risk is an issue in their lives.
7. Demonstration of a commitment to equality and diversity.
8. Understanding of child and adult safeguarding policies.

Skills and competencies

9. Excellent verbal, listening and written communication skills.
10. Ability to manage own workload and proven time management skills.
11. Proven team work skills as well as ability to work on one's own.
12. Good level of IT skills and experience of using a database.
13. Experience of outcome monitoring.

Behaviour and personal attributes

14. Ability to use own initiative
15. Willingness to work flexible hours: evening work once a week is required and occasional weekend work.
16. Ability to promote the needs of concerned others, carers and the work of Carers Leeds.
17. Ability to work as part of a busy team.