

Recovery Support Worker

Requirements Knowledge Abilities & Skills:

1. Knowledge of basic: English, arithmetic and IT skills.
2. Knowledge of good and safe housekeeping procedures.
3. Knowledge of the principles of recovery and challenges faced by those seeking recovery.
4. Knowledge of the Abbeycare approach to recovery promoting abstinence utilising the 12 step and CBT models.
5. Knowledge of basic physical, emotional, mental and spiritual difficulties common to assisting recovery from substance misuse.
6. Knowledge of the Scottish Governments Recovery Principles, Care Inspectorate National Care Standards and the Scottish Social Services Council Codes of Practice.

Abilities:

1. The ability to express self verbally and in writing.
2. The ability to follow written and oral instructions.
3. The ability to work with and support clients with physical and mental health support needs
4. The ability to effectively enforce the recovery community rules and maintain professional boundaries without threatening or antagonising clients.
5. The ability to maintain order, security, health and safety in a residential setting.
6. The ability to exercise good judgement in handling a variety of behaviours and situations.

Admissions:

1. Support clients through the admission process providing clear and concise information on the service to potential clients or their families and information on the admission process.
2. Assist in carrying out telephone screening and requesting medical reports.
3. Take treatment payments following Abbeycare Scotland protocols.
4. Assist in welcoming new admissions to the service and participating in joint assessment with the Abbeycare Scotland clinical team.
5. Carry out admission procedures in line with Abbeycare Scotland protocols listed in client's recovery care plans.

Recovery Care Support:

1. Assist in ensuring that Abbeycare Scotland provides a safe and positive environment for clients to achieve their agreed recovery goals.
2. Provide clear communication in relation to case notes, communication book, review reports etc and all to be completed inline with confidentiality and data protection guidance.
3. Observe clients through the detoxification process observing signs and symptoms of withdrawal. Recording concerns and raising with Senior on duty or Abbeycare Doctor.
4. Observe clients through their treatment observing physical health, mental health and behavioural issues and responding, appropriately by raising with Senior staff and recording.
5. Complete all medication practice inline with best practice and Abbeycare Scotland medication and detoxification protocols.
6. Assist in carrying our drug and alcohol screening.
7. Maintain appropriate professional boundaries in carrying out your role with our vulnerable client group and providing a consistent care support approach in line with Abbeycare Scotland policies.
8. Ensure recovery support is provided within your scope/role and that care support doesn't come under the scope of Abbeycare counsellors or Doctors.



Abbeycare Job Description

9. Liaise with the Abbeycare Scotland therapeutic team with regards to therapeutic issues such as anxiety, depression, loss and grief, abuse or trauma issues etc.
10. Liaise with external agencies involved in providing care support to our clients and assist in wider on going care support.
11. Transport and escort clients to appointments, leisure and recreation activities, recovery support groups and emergency transfer of new admissions to the service. Ensure that all practice is carried out inline with Abbeycare Scotland health and safety policies and protocols.
12. Complete any accident or incident reports inline with Abbeycare Scotland protocols.
13. To complete specific housekeeping duties required to be carried out overnight as part of night shift duties.
14. To complete any other tasks delegated by senior staff appropriate to the day to day operations of the service and the scope of your role.

Discharge:

1. Ensure clients have completed Abbeycare Scotland discharge protocols listed in their discharge checklist contained in their recovery care plans, aftercare plans are prepared, recovery contacts have been established, Abbeycare aftercare services have been offered, quality assurance service feedback questionnaires have been completed, discharge reports have been provided to other agencies involved in the clients circle of care.

Developmental:

1. Prepare and contribute constructively to Supervision support.
2. Agree clear development opportunities with supervisor.
3. Assist in Abbeycare Scotland appraisal process.
4. Participate in mandatory and specialist training provided.
5. To demonstrate an interest in addiction/recovery and maintain an upto date knowledge of research and development in addiction.

Person Specification:

1. A calm and empathic approach.
2. A non-judgemental and positive approach to recovery.
3. An ability to develop therapeutic relationships.
4. Good organisational skills in terms of delivering keywork support and case management.
5. Good communications skills including active listening provide clear verbal communication; deliver well-presented and legible key session reports, referral letters, discharge reports etc.
6. Possess competent IT skills using word, excel, powerpoint and email.
7. Can both follow instruction and work on own initiative.
8. Professional/team presentation - follow the Abbeycare dress code.
9. A current driving licence is essential.

Preferred Qualifications:

1. An SVQ3 in health and social care.
2. A specialist qualification in counselling.
3. A specialist qualification in addiction.