

# The Nehemiah Project

## Recovery Practitioner Short Job Description & Person Specification

<b>Hours</b>	35 hours, 5 days per week
<b>Reports To</b>	Supported Housing Manager
<b>Place of Work</b>	Croydon
<b>Salary</b>	£26,634 with contributory pension

The Nehemiah Project provides professional and life-changing support for men trapped in a spiral of addiction, which often involves offending and homelessness. Our programmes address the root issues that cause men to turn to substance abuse, to help them to break free from addictive and criminal behaviour and to begin to rebuild their lives.

Nehemiah will be opening a new house in the next few months. We have recruited a new team to recreate our ethos and atmosphere in this house, so that the essence of Nehemiah is preserved and the new house will achieve the same success as our Streatham house.

The Recovery Practitioner will work as an integral part of the Croydon team, and we seek someone who is passionate about seeing men transform their lives. The successful candidate will have 4-5 years' experience in the sector and specific experience in all three areas of our service delivery - referrals, programme delivery and resettlement. Qualifications in the field of mental ill health would be an advantage.

The post will involve undertaking on-call duties no more than once a month and there is a small remuneration for this duty. Staff carry the on-call phone at all times for one week, and are ready to respond to emergencies. However, such call-outs are infrequent.

### **The role**

The Recovery Practitioner will contribute to creating a positive, supportive environment where our Residents can change their lives. Teamwork is essential to provide continuity of care to our Residents, and candidates must be willing to be flexible in helping out other team members.

### **Service Delivery**

- Keywork Residents and co-write support plans; assist in applying for Housing Benefit
- Actively promote Residents' involvement at all times
- Produce monitoring and reports as required, and keep accurate records of Residents
- Support men by signposting training/volunteering, job applications, and looking for independent accommodation
- Liaise with other specialist services

### **Referrals**

- To assist the Referrals Co-ordinator in assessing and interviewing applicants to the Charity
- To assist with marketing the programme to prospective referring agencies

- To use a database to monitor referrals and maintain active waiting lists
- To arrange for new Residents to be met at the prison gates and where appropriate to make alternative arrangements to assist their arrival at Nehemiah

### **Programme Delivery**

- Deliver/Assist in the delivering of the therapeutic programme A New Future. This involves running process groups, educational sessions and working with colleagues, graduates and external specialists who contribute and take part, and from time to time may include groups for men in move-on

### **In the Charity**

- To comply with all Health & Safety regulations and procedures
- To be aware of and adhere to all relevant financial procedures
- observe Nehemiah's Code of Conduct for Employees and Policies
- attend supervision, training and meetings as and when required
- work at other locations as and when required
- During your employment you will well and faithfully serve the Charity and will devote the whole of your attention and skills to your duties your hours of work.

This job description provides an indication of the roles and responsibilities for the post of Recovery Practitioner, but is not an exclusive list of the duties that the post-holder may be asked to undertake

**Closing Date:** 10<sup>th</sup> March 2019

**Interview Date:** 19<sup>th</sup> March 2019 provisional

For more information contact Adrienne Sissuh

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020 8773 7412

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<b>PERSON SPECIFICATION</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
NVQ3 in Health & Social Care or similar	√	
Mental health qualification – counselling or similar		√
<b>Experience of</b>		
Four years' experience of working with men with mental health recovering from addiction with a history of being in the criminal justice system to achieve independent living	√	
Developing, maintaining and sustaining strong relationships with partner organisations	√	
Pro-social modelling and seeing successful change with individuals and groups	√	
Working to an equal opportunities policy and implementing this in practice	√	
<b>Knowledge</b>		
Understanding of the challenges faced in working with vulnerable men and particularly those leaving prison	√	
Statutory and voluntary systems, agencies and resources available to vulnerable people	√	
Understanding of models and approaches with sound evidence base that are most likely to encourage behaviour change		√
Safeguarding Vulnerable Adults		√
Health and Safety practice		√
<b>Skills – the ability to</b>		
Demonstrate excellent Communication skills	√	
Proficient in Microsoft Office, specifically Word, Excel and PowerPoint; Input and maintain database records	√	
Run process and educational groups and ensure that a healthy balance is maintained between the educational sessions and the process groups	√	
Demonstrate a professional attitude at all times	√	
Maintain good written records of work and evidence outcomes achieved with Residents	√	
Work as part of a team	√	
Be approachable and accessible to Residents	√	
Work to deadlines	√	
Recognise and manage your own stress, and to be willing to seek support	√	