

## JOB DESCRIPTION

**Job Title:** Substance Misuse Worker,  
**Directorate & Section/Unit:** Families First, Family Front Door service area.  
**Reporting to:** Team Manager / Team Leader  
**Responsible for:**  
**Salary Grade:** Scale 6  
**DMA Management Level:**  
**DMA Span of Control (Direct Reports):**

### Our People Values:

Our Vision, Mission, and Values define our reason for being. They are indicators of our direction of travel, to guide services and colleagues. Worcestershire Children's services represents positive change and new opportunities for children, young people and families:

- **Children at our Heart** - We will keep children and young people at the heart of everything we do
- **Value Family Life** - We will support and empower parents to care for their own children well
- **Good Education for All** - We will value education as the best start in life for all children and young people
- **Protection from Harm** - We will act in a professional and timely way to protect children from harm
- **Embrace Diversity** – A progressive culture of championing equality, diversity, and inclusion

### Purpose of job:

Joining the multi-disciplinary Families First team in our Family Help model, you will be responsible for co-ordinating the treatment of service users, helping them to address and manage their substance misuse; so that they can change their lives and be happy; achieving better outcomes for them and their family with a specific focus on preventing family breakdown (edge of care) and escalation of need and vulnerability to that of child protection.

Our approach to working is "whole family" and you will need to be able to work with individuals in families (either adult or child) helping them to access other support and intervention services, both within the Families First Team and externally with partner agencies, that can help with the practical problems they may be facing as a result of their substance misuse (e.g., housing, financial, healthcare etc). This may be as a lead professional or as part of a multi-disciplinary team working with a family open to children's services.

### Main Activities & Responsibilities:

- To provide face-to-face, telephone and undertake home visits to young people and adults allocated to you.
- Manage a caseload by helping young people and families to address their dependence on substances that will affect their ability to maintain their health and well-being settled lifestyle.
- Complete assessments and brief interventions with individuals.
- Assess risk and vulnerable situations when working with young people and families
- Work with young people and adults who are using substances, at high risk of using drugs, or affected by another's drug/alcohol use, involved in exploitation
- Work with young people and adults and other professionals to identify an individual's

needs. Create and implement a purposeful support programme that is accurately recorded and regularly reviewed.

- To provide advice, evidence-based interventions, advocacy and support to young people and adults, who experience problems in relation to substance misuse
- Provide young people and adults with advice, information and help to access practical support for the things that may be contributing to their substance misuse. This could include helping people to contact housing agencies, GP and healthcare services, and employment support
- Co-ordinate care through appropriate liaison with other members of the multidisciplinary team and other agencies involved in the care of individuals
- Work effectively with partner agencies to deliver a quality service, focussed on achieving positive change for individuals
- Keep up to date with best practice and research into substance misuse treatment and intervention
- Contribute to the continuing development of multi-disciplinary working in Families First Team in line with Family help model.
- Take all reasonable steps to ensure the safety of self and service users
- To attend meetings and present information confidently and to receive advice and support from other professionals
- To attend and be actively involved in team meetings and supervision
- To respond in a timely manner to families and professionals
- To gain and represent the voice of young and their families and to seek to feedback on or from the intervention
- To be aware of diversity and work positively and inclusively
- Be committed to safeguarding children and young people from all forms of harm and abuse including but not exclusive to: CSE, abuse, extremism and domestic abuse

### **Generic Accountabilities:**

- To maintain personal and professional development to meet the changing demands of the role and practice, participate in appropriate training activities and encourage and support colleagues and your team in their development and training.
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy
- Working with some vulnerable children, young people and adults can, at times, be emotionally challenging for which appropriate support will be provided through management supervision. The post holder must be able to deal with such mental demands.
- This post is exempt from the Rehabilitation of Offenders Act and / previously met the definition of Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006) and is therefore subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) (as defined by the Police Act).
- This post meets Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) and is subject to an

enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) and the relevant children and/ adults barred list(s) checks. \*

- The Code of Practice on the English Language Requirement for Public Sector Workers (the fluency duty) applies to this post. Therefore, an ability to fulfil all spoken aspects of the role with confidence through the medium of English is essential for the post.
- Ensure you work in line with the policies and procedures of Worcestershire Children First.

## **Contacts:**

In all contacts the post holder will be required to present a good image of the Council, and Worcestershire Children's services as well as maintaining constructive relationships.

Internal: Elected Members, Director, Assistant Directors, Group Managers, Practice Managers, Management Teams, Managers & Staff across all directorates, Project Staff, Support and other school-based staff.

External: NHS, Clinical Commissioning Groups, Healthcare Professionals, Educational Settings, Suppliers, Statutory and Voluntary Organisations, service users, clients, customers, parents, pupils,

**Additional Information:**

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act

Author: Emma Brittain, Assistant Director Date: 25/02/2025

Date of grading confirmation:

## PERSON SPECIFICATION

**Job Title:** Substance Misuse Worker, Supporting Families First

**Directorate & Section/Unit:** Children, Families and Communities, Supporting Families First Team

**Salary Grade:** Scale 6

### **EXPERIENCE: (Of delivering outcome/objectives/service improvements etc, not just time served)**

It is **essential** that the post holder has:

- Significant experience of working with people with drug and alcohol issues
- Significant experience of supporting and enabling people through the recovery process
- Demonstrable experience of delivering group work
- Significant experience of working with other professionals e.g., police, health staff
- Significant experience of supporting families to attend court
- Significant experience of producing multidisciplinary assessments in a clear, concise and accurate manner for a range of audiences
- Significant experience of delivering a range of interventions with successful outcomes for young people and their families
- Significant experience of applying theories and models of substance misuse in practice

### **KNOWLEDGE, SKILLS AND ABILITIES:**

It is **essential** that the post holder has:

- Specialist knowledge and understanding of the recovery process
- Detailed knowledge of court processes including court orders
- Detailed knowledge of health processes and practices in supporting vulnerable young people and adults
- Specialist knowledge in supporting and carrying out multi-disciplinary assessment and intervention
- Specialist knowledge of intervention theories and practice and their application
- Ability to build relationships and work effectively with all stakeholders and families
- Ability to manage own time, prioritise activities and maintain accountability for your work
- Ability to remain calm in difficult situations
- The ability to work with and maintain confidential information
- A genuine passion for working with vulnerable people with substance misuse problems
- Ability to take a non-judgemental approach
- Be professionally curious and have an understanding of false compliance
- Up-to-date specialist knowledge of current developments in the drug/alcohol field and related aspects of general/ mental health, including research and audit.
- Ability to learn and apply theoretical knowledge in practical situations
- Be able to take and apply a holistic approach to spot links between issues and to problem solving
- Show creativity and innovation when applying intervention practices and theories

- The ability to share knowledge and offer specialist guidance to other practitioners to improve the support provided to families affect change
- Ability to make critical decisions and act in a timely, considered manner
- The ability to be objective and maintain professional boundaries
- Able to develop and deliver therapeutically effective relationships with individuals and carers, working effectively with diverse groups.
- Adopt a person-centred focus to communication
- Excellent IT skills, including Microsoft Office
- Specialist knowledge of harm reduction principles and practice
- Detailed knowledge of the criminal justice system, for example court orders
- Have an understanding and be able to assess risk when working with vulnerable young people and families in their environment
- Working knowledge of relevant legislation such as the Housing Act and Children Act
- The ability to effectively negotiate and influence

## **QUALIFICATIONS/TRAINING & DEVELOPMENT:**

It is **essential** that the post holder has:

- Qualification or demonstrable relevant experience at level 3 (e.g., NVQ) in Health and Social Care or other relevant discipline
- Level 2 qualification (e.g., GCSE A-C) in English and maths

It is **desirable** that the post holder has:

- Qualification or demonstrable relevant experience at level 5 (e.g., NVQ) in Health and Social Care or other relevant discipline

## **ADDITIONAL INFORMATION**

It is **essential** that the post holder is/has:

- Able to travel independently punctually within work area

Author: Kevin Bryan

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