

**WEST LOTHIAN DRUG AND ALCOHOL SERVICE**

**Therapeutic Support Service (TSS) Project Worker**

**Full Time – 5 days (36.25 hours per week)**

 **Salary: Pt27 £27041.52 FTE (scale pt27-34)**

**Contributory Pension Scheme 7.2% Employer Contribution 0.8% Employee Contribution**

West Lothian Drug & Alcohol Service is a well-established third sector organisation with a history and reputation for delivering a wide range of effective education and prevention, early interventions and psychological therapies around alcohol, drug and tobacco services throughout West Lothian.

We are seeking to recruit a Project Worker within our Therapeutic Support Service to provide counselling and support for adults experiencing addiction issues.

This will be a full-time post (36.25hrs per week) on a FIXED TERM until 31st March 2023 (with possibility of extension subject to funding).

The role will mainly involve 1 to 1 working with individuals, some group work delivery and attendance at Access Drop-in venues delivering harm reduction interventions across West Lothian in a range of settings. Some evening work and weekend work may be required.

**For further information about the post contact:**

**Fiona Brown, Psychological Services Manager on 07795200260 or** **fiona.brown@wldas.org**

Application Form, Job Description, Person Specification and background information can be downloaded from our website or by contacting **Michelle McGregor, Finance and Business Administrator,** **michelle.mcgregor@wldas.org** **Please note we do NOT accept CVs**

Closing date for receipt of completed applications: **1 July 2022**

Formal Interviews will be held in **July 2022**



**JOB DESCRIPTION**

**Job Title**: Therapeutic Support Service Project Worker (Adults)

**Responsible To:** Senior Project Worker

**Responsible For:** None

**Hours of Work:** 36.25 hours per week within the hours of Monday to Friday 9am-6pm and Saturday 9am-1pm

**Place of Work:** WLDAS Office, [The Almondbank Centre](file:///C%3A%5CUsers%5Cangela.scotland%5CAppData%5CLocal%5CMicrosoft%5CPictures%5Cdonate_purple.gif), [Shiel Walk](file:///C%3A%5CUsers%5Cangela.scotland%5CAppData%5CLocal%5CMicrosoft%5CPictures%5Cdonate_purple.gif), Craigshill, [Livingston, EH54 5EH](file:///C%3A%5CUsers%5Cangela.scotland%5CAppData%5CLocal%5CMicrosoft%5CPictures%5Cdonate_purple.gif)

**Salary:** Pt27 £27041.52FTE (scale pt27-34)

**Annual Leave:** 38 days, inclusive of public holidays, per annum, pro rata.

**Other Benefits:** Contributory pension – WLDAS contribution 7.2%, staff contribution 0.8%

**Job Purpose:**

This post centres on providing psychological interventions support for adults and their families, in a range of settings across West Lothian to support recovery and reduce the harms linked to substance misuse.

The role will mainly involve delivering individual and group support providing a range of evidenced based psychological interventions and counselling and providing harm reduction interventions at Access Drop-in venues as required.

The post holder will also be expected to maintain supporting systems for the service, including confidential record keeping as required, recording and producing statistical information, and evaluating the approach within an outcomes-based framework.

The post holder will believe in a strengths-based approach to recovery, value partnerships and proactively engage with staff from stakeholder organisations to promote the service ensuring it maximises its reach.

**Main Activities:**

1. To assess and support people with alcohol and drug problems and their families to develop and implement a strength-based recovery plan.

2. To provide 1:1 support and a range of manualised and non-manualised psychological interventions.

3. To deliver evidenced based psychological interventions group programmes.

4. To provide a range of harm reduction and additional activities such as Naloxone, Blood Born Virus (BBV) testing, needle exchanges and sexual health information.

5. To participate in a regular duty worker slot.

6. To assist and encourage people you support with to engage with other external agencies and mutual aid programmes, building their social supports and skills.

7. To build relationships with statutory and non-statutory organisations, promoting the service to ensure appropriate referrals.

8. To keep accurate records and adhere to confidentiality guidelines.

9. To play an active part in the evaluation of the service through identification of service outcomes and developing and implementing recording and evaluation tools.

10. To maintain a sound working knowledge of new developments in substance misuse counselling and in the broad fields of community development and health improvement.

11. To keep a working knowledge of developments in services across West Lothian.

12. To operate within child protection and vulnerable adult guidelines.

13. Attend regular supervision sessions with both their line manager and our external supervisor in line with COSCA guidelines.

**Responsibilities of all West Lothian Drug & Alcohol Service Staff**

• Manage and prioritise workload and ensure that deadlines are met.

• Work flexibly and cooperatively with members of West Lothian Drug & Alcohol Service towards aims and objectives agreed by the organisation.

• Maintain positive and constructive working relationships with all colleagues

• Undertake relevant professional development activities and training as agreed with line manager.

• Undertake other duties relevant to the post and on occasion other wider duties pertinent to WLDAS strategic objectives.

• Maintain confidentiality, as appropriate, with sensitive or privileged information, including day-to-day observance of Data Protection guidelines.

• Adhere to all internal and external WLDAS policies, procedures, systems and guidelines, and contribute constructively, as required, to their ongoing development.

• If necessary, from time to time, work outside normal working hours for which time off in lieu (TOIL) will be given.

• Secure premises, as necessary.

• Have regard for your own personal health and safety and that of those around you.



**PERSON SPECIFICATION**

**Therapeutic Support Service Project Worker (Adults)**

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| ESSENTIAL CRITERIA |
| Relevant experience, training or qualification in psychological interventions with a minimum of a Certificate in Counselling |
| Relevant qualification or experience related to working with alcohol or drug issues including the delivery of harm reduction interventions |
| A good knowledge of substance use and its effects |
| Experience of working on a 1 to 1 and group basis |
| Experience of working within a multiagency approach |
| Experience of working within child protection and vulnerable adult guidelines |
| Ability to manage confidential record keeping |
| Understanding of mental health issues and inequalities |
| Have excellent oral, written communication and IT skills  |
| Ability to work flexibly to meet the needs of service users |
| Ability to work on own initiative and within a team setting |
| Ability to work evening and weekends if required |
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| **DESIRABLE CRITERIA**  |
| Diploma in Counselling or CBT (or equivalent relevant) qualification  |
| Understanding of substance misuse and its consequences for individuals, families and community life. |
| A knowledge of Medically Assisted Treatment (MAT) Standards and the implications of these for service delivery |
| Experience of delivering presentations |
| Experience of being involved in research |
| Driving Licence with access to own vehicle. |
| Experience of working in a multidisciplinary team |

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