

Job Description

Job Title:	Drop-in Worker
Service:	KIKIT Substance Misuse Service
Project:	Drop-in Service
Reporting to:	Office Manager
Contractual agreement:	Part- time 10 hours p/w
Salary:	£8.00 per hour
Supervisory responsibilities:	Volunteers/ Placements

Purpose of the Role:

We are hiring a self-motivated support worker with experience in working with vulnerable individuals suffering from a drug &/or alcohol addiction. The successful candidate will work directly with clients to ensure all clients accessing KIKIT drop in service are provided with the best quality of care. He or she will coordinate with other departments to ensure clients receive a full holistic service to ensure they are supported throughout their recovery journey. We are looking for a creative and dedicated individual who will fit in with our collaborative culture.

KIKIT provide a Black, Asian & Minority Ethnic (BAME) specialist service, it is desired for candidates to also have knowledge &/or experience in working with BAME communities & the barriers they may face when accessing services.

Skills & Experience

Qualifications

- Minimum of NVQ/BTEC Level 3 in health or social care, or, equivalent experience

Experience

- Working within the Health & Social care sector (preferably drugs & alcohol)
- Demonstrable experience of planning, implementing and evaluating sessions for vulnerable individuals.
- Experience of multi-agency working.
- Experience of working in partnership with professionals & families.
- Experience of planning & facilitating group-work.
- Experience of contributing to reports and risk assessments.
- Experience of identifying additional needs and making appropriate written referrals as overseen by a manager.

Skills and Abilities

- Ability to identify the needs of vulnerable individuals and their families.
 - Ability to identify and set up stimulating, productive & person-centered care plan.
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- Ability to work collaboratively with colleagues.
- Ability to manage challenging behavior.
- Ability to create and maintain effective relationships at all levels with professionals, families, carers and co-workers.
- Ability to identify and report risk of harm and significant harm.
- Ability to prioritise work in order to meet targets and deadlines.
- Ability to monitor and develop own practice.
- Basic IT skills essential.

Knowledge

- Good working knowledge of the Drug & Alcohol Treatment Service.
- A sound knowledge of legislation, practice and procedure in relation to Substance Misuse, Safeguarding & Workplace ethics.
- Knowledge and understanding of equalities, including health and inclusion issues.

Main Duties & Responsibilities:

Role Duties

- To assist the Drop-in Coordinator in the planning and delivery of the Drop-in Service that promotes Substance Misuse support outcomes for service users and families.
- To support families/carers in understanding recovery & how they can support the individual through recovery.
- To provide good quality care within a secure, safe and stimulating environment.
- To welcome service users with warmth and professionalism and model a calm and inclusive attitude.
- To assist with the running, set up and clean up at Drop-in sessions, including: data upload, programmes, support groups & all other activities taking place within the drop-in centre.

Policies and procedures

- To ensure that safeguarding issues are identified, accurately recorded and swiftly reported in accordance with KIKIT's safeguarding guidance and protocols.
- To observe and keep accurate records of contacts and sessions for monitoring and evaluation purposes and to submit data, case studies and other written material in a timely manner to support quarterly reporting.
- To be responsible for the regular upkeep of the Drop-in space, ensuring that it is compliant with Health and Safety regulations.
- To update knowledge, and develop and reflect on own practice, particularly in relation to current/future training requirements or opportunities.

For any further queries or to apply for the position above please contact:

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