

Womens Recovery Practitioner (Female) Job Description

Job Title	Recovery Practitioner (Womens)
Department	Women's Community Services
Location	Gloucester Women's Centre
Reports to	Women and Families Lead
Hours	28 hours per week
Duration	12 months fixed term
Pension	Auto Enrolment Pension (6% employer contribution)

Women's Recovery Practitioners:

Our mission is to ensure that any woman experiencing multiple-complex (including women who are involved in the CJS or who are at risk of involvement) needs locally has the opportunity to access our Women's Centres where she can get the support she needs with anything she needs.

The Women Centre model offers gender-responsive, trauma-informed practical and emotional support and interventions to address un-needs including housing, substance misuse, health, finance, previous trauma, children & and families, and education, training and employment with the aim of reducing social harms and re-offending whilst empowering women to access opportunities to reach their full potential.

Purpose of role:

To provide holistic support for women with a substance misuse need in a gender specific, trauma informed holistic service.

As a Keyworker you will offer gender-responsive, trauma informed practical and emotional support. This will also include interventions to address needs with housing, substance misuse, health, finance, previous trauma, children & families and education, training and employment with the aim of reducing social harms and re-offending whilst empowering women to access opportunities to reach their full potential.

Key Responsibilities:

Case Management

- Hold a caseload of women with a substance misuse need
- Support women to work towards minimising risks, stabilising substance misuse, and achieving goals
- Work in collaboration with Via to ensure continuity of care
- Work in collaboration with other support agencies including the Probation Service, HMP Eastwood Park, Healthcare
- Provide 1:1 practical and emotional support to women
- Facilitate group interventions for women as agreed
- Undertake a comprehensive assessment with each woman to identify needs to produce a collaborative strength-based action plan
- Work collaboratively with women based on individual need with the aim of increasing life opportunities and promoting personal change

- Work with partner organisations and assist women to access specialist support services in response to need
- Attend multi-agency meetings where appropriate and to act as an advocate within prescribed protocols

Service Delivery and Development

- To contribute to developing relationships between our partner organisations
- To contribute to maintaining up to date knowledge of services available and communicate this to clients and professionals
- To develop and maintain positive and mutually supportive stakeholder and networking relationships particularly with: Via, HMP Eastwood Park, Probation Service, housing providers, Social Care, and health services
- To adopt a support co-ordination approach, communicating and keeping all relevant parties informed of any issues, concerns and successes with particular attention to risk

General

- To work to The Nelson Trust ethos and values
- To be responsive to women's needs and utilise a trauma-informed approach
- To be aware of and work to confidentiality and information sharing protocols
- To be aware of, and work to Child and Adult Safeguarding principles, practice, and procedures
- To make use of internal line management and supervision as provided
- To be responsible for own safety and others affected by your activities and to ensure adherence to The Nelson Trust policies and procedures regarding Health & Safety and security
- To maintain and update clear and accurate written and computer records of case management
- To utilise a range of qualitative and quantitative tools to monitor women's journey of progress
- To attend relevant training and development events
- To keep abreast of issues affecting women both locally and nationally
- Perform any other duties as may be reasonably expected from you as directed by line management

The list of duties in the job description should not be regarded as exclusive or exhaustive.

All posts within The Nelson Trust are subject to a six-month probationary period.

SAFEGUARDING The Nelson Trust takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of its service users. Therefore, we require that all staff share this and act accordingly by applying organisational policy and procedure and attend annual safeguarding training.

EQUALITY & DIVERSITY Through personal example and clear action demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.

HEALTH & SAFETY Promote the Health and Safety at Work Policy and Procedure and ensure these are implemented effectively within the department and at no time act in a way that may jeopardise the health and safety of clients, staff of visitors to the Nelson Trust.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

The Nelson Trust periodically reviews job descriptions to ensure that they reflect the requirements of the role as the service develops.

This post is exempt from the Rehabilitation of Offenders Act (1974) as it involves access to vulnerable adults and/or children and successful applicants will be required to undertake an enhanced level Disclosure & Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders, which have been made against them. Our organisation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This post is exempt under the Equality Act 2010, Schedule 9, Part 1

Person Specification

Requirements	Essential	Desirable
Experience of working with women with multiple unmet needs		✓
Experience of working with women in the criminal justice system		✓
Experience of working with women with a substance misuse need		✓
Experience of developing partnerships with local organisations		✓
Experience of undertaking needs assessments and maintaining risk assessments		✓
Experience of designing and delivering support plans tailored to individual needs		✓
Experience of monitoring and data collection systems		✓
Willingness to work holistically and deliver trauma informed approaches	✓	
Knowledge of women's multiple & complex needs e.g. domestic abuse, substance misuse	✓	
Knowledge of the criminal justice system	✓	
Ability to understand, empathise and uphold The Nelson Trust ethos, aims, principles and policies	✓	
Adherence to organisational policies, particularly with regard to child and adult safeguarding	✓	
Ability to engage with women who may find it difficult to access services	✓	
Ability to prioritise and manage a caseload	✓	
Ability to cope in stressful situations	✓	
Ability to communicate with and develop and maintain constructive working relationships with a wide range of people using excellent interpersonal and communication skills.	✓	
Commitment to extending professional competence, including ability to reflect on practice	✓	
Good computer literacy and administrative skills	✓	
Car driver with current licence and willingness to travel to different locations	✓	