



Job Description

| | |
|-------------------------|--|
| Job Title | Substance Misuse Co-ordinator – Caniad (North Wales Service User and Carer Involvement Project) |
| Department | Caniad |
| Base Location | Bangor |
| Hours of Working | 37.5 hrs per week over 7 days |
| Salary | £18,845 per annum |

| | |
|--|--------------------------------|
| Reports To | Service Manager- Caniad |
| Line Management Responsibility (if any) | N/A |

Job Purpose:

To work as part of a team to facilitate involvement opportunities and bring together a range of people who have recent experience of substance misuse services. The project will identify involvement opportunities, facilitate attendance at meetings, forums and events, recruit new members, support provision of relevant training and IT support, reimburse expenses and administer the projects time banking scheme.

Main Duties and Responsibilities:

1. To work with individuals who use substance misuse services to facilitate a range of mechanisms to share their views and experiences and contribute towards the planning, design, delivery, monitoring and evaluation of the services they receive.
2. To monitor, review and evaluate service users' input into the above, using quantitative and qualitative methods.
3. To develop and give presentations to key stakeholders.
4. To assist individuals who use substance misuse services to be part of recruitment processes for service providers.
5. To develop and deliver training as appropriate and relevant to the service.
6. The postholder will be responsible for offering support within substance misuse services across North Wales but will be expected to work with and participate in the delivery of the mental health equivalent.
7. To carry out all reasonable tasks commensurate with the post as directed

General:

- To attend meetings as directed
- To be responsible for Health and Safety within their remit.
- To maintain regular contact with line management
- To maintain up to date records, statistics and proforma as required to monitor and evaluate the effectiveness of the service
- To attend local informal and formal review meetings as required
- To contribute to the preparation of reports as required
- To contribute to the development of policy and good practice

Professional:

- To participate in the CAIS continuous learning, development and appraisal process
- To maintain professional accreditation as appropriate to role
- To attend training as identified and required
- To operate within and observe all CAIS policies and procedures as amended and updated
- To operate within national professional guidelines as appropriate

This Job Description provides a framework in which duties may be carried out, however it may be necessary to make alterations and adjustments from time to time to meet the needs of the service.

Person Specification for Substance Misuse Co-ordinator - Caniad

| | <u>Essential</u> | <u>Desirable</u> | <u>Method of Assessment</u> |
|------------------------|--|--|------------------------------------|
| Qualifications: | No specific qualifications, but evidence of commitment to personal and career development relevant to the post | NVQ/QCF Competencies in Care Level 3 | A/I |
| Experience: | <p>Experience of working with and developing groups involving working in partnership with a diverse range of people</p> <p>Experience of working with people with substance misuse issues</p> <p>Experience of working with disadvantaged groups</p> | <p>Experience of working with people with a mental illness</p> <p>Experience of working across different sectors</p> | A/I |
| Skills: | <p>Good facilitator</p> <p>Ability to use accessible language to explain policy, planning and other issues</p> <p>Ability to develop and give presentations</p> <p>Negotiation and problems solving skills</p> <p>Must be able to establish and maintain constructive relationships with a wide range of people including individual partner providers in external agencies</p> <p>Good verbal and written communications skills</p> <p>Able to engage in difficult discussion and situations whilst remaining professional and supportive</p> <p>Ability to maintain personal administrative systems and processes</p> <p>Ability to produce and maintain accurate, legible and coherent documentation relating to the implementation of the service (e.g. meeting minutes, briefing papers, reports, correspondence, etc)</p> <p>Competent computer/IT skills</p> <p>Good time management skills</p> <p>Full driving licence and full access to a vehicle for work purposes.</p> | Fluency in the Welsh language | A/I |

| | | | |
|-------------------------------------|---|--|-----|
| Knowledge: | <p>Sound understanding of the benefits and challenges of service user and carer involvement</p> <p>Knowledge of substance misuse systems, structures, services and procedures</p> <p>Understanding of the principles of providing successful training</p> <p>Sound understanding of the social care needs of people with substance misuse problems and the issues affecting them</p> <p>Some understanding of the issues affecting people from black and ethnic minority communities</p> | <p>Knowledge of mental health systems, structures, services and procedures</p> <p>Sound understanding of the social care needs of people with serious mental illness and the issues affecting them</p> | A/I |
| Personal Qualities: | <p>Non-judgmental approach</p> <p>Commitment to participation of service users and carers in service planning and delivery</p> <p>Commitment to those who use services being enabled to have greater opportunities to exercise their rights</p> <p>Commitment to promoting and exercising understanding of diversity and equality issues as barriers to social inclusion</p> <p>Self motivated</p> <p>Effective organisational skills</p> <p>Professional approach</p> <p>Flexibility in approach to work</p> | | I |
| Other Relevant Requirements: | <p>An Enhanced Disclosure & Barring Service check will be carried out prior to appointment and will be reviewed every 3 years.</p> | | |

Prepared By: **Date:**

Reviewed By: **Date:**

Agreed By: **Date:**