

Team Member (Spotlight Service)

Salary and Grade

- £18,732.25 - £21,542.05 per year (Phoenix Futures Grade E).

Phoenix Futures has a 4-level salary scale. The starting salary for this post will be either £18,732.25 (Level 1) for staff that require development to perform the role, or £19,355.67 (Level 2) for staff demonstrating existing competence. The starting level will be assessed at interview. Progression to Levels 3 and 4 is based on the assessment of performance at annual appraisal.

Hours of Work

37.5 hours per week normally worked over 5 days but may include some evening and weekend work

Main Responsibilities

- Give advice and information to substance misusers and carers
- Carry out needs assessments and make appropriate referrals
- One to one interventions to include motivational interviewing, solution focussed therapy and harm reduction
- Assist in the development, implementation and evaluation of individual care plans for service users in the Open Access Service.
- Work closely with other providers to ensure high ethical and professional standards of care and practice are met.
- Organise and facilitate the day to day activities of service users and monitor their progress during their programme.
- Help develop and run a range of therapeutic group work activities to support individuals
- Help develop and run programmes aimed at linking service users with educational and employment services.
- Observe professional standards of good practice relevant to the circumstances of individual clients.
- Ensure standards and legislative requirements are met.
- Participate in case conferences and regular multi-disciplinary review meetings and write reports as appropriate.
- Work to Phoenix Futures policy and values in equality and diversity.
- Undertake any other tasks in line with this post.

Additional Information

*Phoenix Futures defines all job roles using competencies from relevant occupational standards.
The full competencies required for this role are provided in the attached Role Profile.*

Role Profile

Team Member

Reports to

Team Manager

Objective of Role

To work within the team responsible for the implementation, development, and evaluation of the core therapeutic programme so as to ensure that clients care plan targets are being met.

To assist with co-ordination of the day-to-day activities of the clients and to facilitate the progress of clients through the therapeutic programme, ensuring eventual ability to progress their independent living within the community.

Phoenix Futures role profiles are based on recognised national occupational standards, which list the required competencies to perform a particular job.

The competencies for this role have been taken from the Drugs and Alcohol National Occupational Standard (DANOS), Skills for Care and Development and Voluntary Sector Skills units and are listed below.

In addition to job specific requirements, Phoenix Futures has four common competencies that apply to all roles within the organisation.

Common competencies required for all Phoenix Futures roles

- Promote people's equality, diversity and rights
- Develop awareness of drug and alcohol misuse and the work of Phoenix Futures
- Make use of supervision
- Demonstrate flexibility and a positive attitude to change

Key competencies required for this role

- Recognise indications of substance misuse and establish, sustain and disengage from relationships with individuals
- Carry out comprehensive substance misuse assessment
- Plan and agree service responses which meet individuals' identified needs and circumstances
- Counsel individuals about their substance use using recognised theoretical models
- Support individuals when they are distressed
- Raise awareness about substances, their use and effects
- Develop productive working relationships
- Help individuals to address and change their offending behaviour
- Provide information to support decision making
- Assist individuals to explore and plan for future employment, training and education opportunities
- Carry out brief interventions with drug/alcohol users

Other competencies required for this role

- Support individuals who are substance users
- Contribute to the prevention and management of abusive and aggressive behaviour
- Contribute to the protection of individuals from abuse
- Assess and act upon immediate risk of danger to substance users
- Support individuals with difficult or potentially difficult relationships
- Develop your own knowledge and practice
- Facilitate learning through presentations and activities
- Facilitate group learning
- Test for substance use
- Carry out assessment to identify and prioritise needs
- Contribute to the development, provision and review of care programmes
- Assist in the transfer of individuals between agencies and services
- Help individuals address their substance use through an action plan
- Counsel groups of individuals about their substance use using recognised theoretical models
- Enable individuals to access housing and accommodation
- Enable individuals to administer their financial affairs
- Ensure own actions reduce risks to health and safety
- Develop and sustain arrangements for joint working between workers and agencies
- Promote, monitor and maintain health, safety and security in the workplace
- Support and control visitors to services and facilities
- Identify and gather information required by external agencies
- Enable individuals to participate in recreation and leisure activities

Relevant Qualifications and Experience

Relevant professional qualification in counselling and/or group work and completion of relevant courses and training.

Experience of working with drug/alcohol users (paid/unpaid).

Additional Information

Driving licence desirable.

Benefits for Phoenix Futures Staff

- **Annual Leave**

You are entitled to 25 days holiday per year, with an additional 8 days in lieu of public holidays. Your holiday entitlement rises by one day per year for each years service to 30 days.



- **Pension Scheme**

Phoenix Futures provides a contributory final-salary based pension scheme with the Pension Trust which you can choose to join.



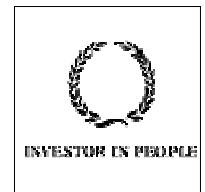
- **Life Assurance**

We provide Life Assurance for you while you are on work duties. The level of cover is 3 times your annual salary.



- **Personal Training and Development**

As an accredited 'Investor in People', we provide free training and development for all our staff. Every four months you will receive a personal training planner showing the learning opportunities on offer. Some of our in-house programmes are accredited and lead to recognised qualifications.



There is also funding for relevant external training programmes.

- **Flexible Working**

Phoenix Futures has flexible-working policies for staff that have the responsibility for 'dependents'. Whilst flexible-working arrangements are not guaranteed, every effort will be made to accommodate needs.



- **Interest Free Travel Loans**

We offer an interest free season ticket loan to assist you with the costs of travelling to work. This is deducted monthly from your salary.

