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| **Role profile:** |
| **Role title:**  Oasis Women’s Recovery Service (OWRS) Manager and Oasis Lead in East Sussex | **Reports to:** Chief Executive |
| **Team:** Oasis Women’s Recovery Service | **Salary:**  £33,000 |
| **Hours:** 30 hours - negotiable |
| **Contract type:**  Permanent  |
| **Responsible for:**  Management of the OWRS Project; line management for OWRS project workers;  Oversight of operational aspects of the Hastings Therapy Services; Provision of Senior management cover in East Sussex  |
| **Purpose of the role:** To provide leadership and management of a women’s drug project which aims toincrease access to support for women and improve recovery rates in East Sussex. This will include: * Management of OWRS to include line management and reporting requirements , liaison with funders
* To manage risk and ensure appropriate safeguarding procedures are adhered to
* To work in close partnership with our partners in East Sussex e.g. CGL and Mental Health services
* To be part of Oasis management team and contribute to service development
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| **Responsibilities:** |
| **Client Service Delivery** |
| * Be creative and innovative in delivery of a high quality women centred service provision
* Promote the rights and responsibilities of women with substance misuse issues
* Carry out and support staff to assess to identify and prioritise needs
* Develop, in conjunction with service users, flexible, realistic and person centred care plans within agreed service models
* Promote choice and independence, actively encourage service user involvement
* Support and encourage women to access and use services and facilities and signpost services including learning, training and development opportunities; housing and accommodation; and enabling individuals to administer their financial affairs
* Provide advice and information to women and their families regarding their support
* Recognise indicators of substance misuse including problematic use of alcohol, working to reducing risk of harm and encourage women to make informed choices
* Enable individuals to adopt safer practice associated with substance misuse
* Support individuals in reducing substance misuse
* Support women with substance misuse issues, including alcohol, in a range of difficult times, such as when distressed, at risk of harm, dealing with relationship problems

**Leadership and Management** * To lead and manage the OWRS service which includes the management of staff.
* To be the Oasis Lead in East Sussex available for wider staff and practicalities of the building.
* To be a role model whilst working as an effective member of the team;
* To work in a way that is flexible and creative and which promotes inclusivity.
* To encourage collaborative working to manage risk;
* To provide managerial and reflective supervision for staff.
* To promote staff development through supervision and appraisal processes.
* To meet key performance indicators and expectations of the service.
* To analyse data and produce reports for purposes of oversight and evaluation in meetings and funders.
* Monitoring the team’s performance to ensure it meets expectations and agreed performance targets;
* Reporting any variances in expected outcomes to the line manager;
* Attending relevant internal and external meetings
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| **Adult and Child Safeguarding*** Be committed to the safeguarding of children and adults affected by substance misuse
* Excellent safeguarding practice and procedures, making awareness of documentation pathways at Oasis a priority and taking appropriate action as necessary
* Seek advice from Head of Client services for support.
* To keep up to date with training
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| **Service commitment, collaboration and accountability*** Lead and contribute to the service delivery planning process of integrated programmes of care to achieve outcomes for women with substance misuse issues
* Manage a caseload of service users
* Make referrals, where necessary, to the appropriate organisations
* Work and build partnerships with relevant agencies to enable better access and integration of services,
* Engage in regular supervision
* Ensure adherence to evidence based practice and clinic guidelines
* Ensuring that Oasis and its services are represented in a professional manner at all times
* Meeting agreed performance targets and outcomes

**Values and Ethos*** Demonstrate commitment to the vision and values of Oasis and understand how your own behaviour and actions impact this
* Contribute to maintaining a culture of shared ownership and responsibility that supports Oasis in achieving its overall mission.
* Understand and commit to equality, diversity and inclusion best practice with a particular focus on hard to reach and marginalised women service users.
* Be aware of and commit to working in a way that is ‘trauma informed’ and recognise this approach as part of Oasis’ overall commitment to providing gender responsive services
* Observe professional boundaries in relationships with service users, peers and other relevant professionals
* Participate in the continuous improvement of Oasis’ services

**Compliance*** Ensure that Oasis and its services are represented in a professional manner at all times
* Meet agreed performance targets and outcomes
* Use management information and data as appropriate
* Comply at all times with health and safety regulations
* Ensure risk assessments are completed as appropriate
* Take personal responsibility for own safety
* Comply with all relevant policy and procedure, standards and codes of conduct
* Meet all regulatory requirements
* Comply with Oasis’ policy and procedure particularly confidentiality and data protection guidance
* Use IT and databases to keep records up to date in line with agreed processes
* Undertake any other reasonable duties as requested by the line manager

**Communication and Relationships*** Provide information and raising awareness about substances, their use and effects on an individual basis and via facilitating collaborative group learning;
* Ensure a collaborative approach is used, ensuring effective communication within a multi-disciplinary team
* Contribute to the prevention and management of abusive, aggressive and challenging behaviour
* Work as an effective member of the team
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| **Problem Solving and analysis** |
| * Develop and disseminate information and advice about health and social well being
* Apply recognised theoretical models to enable individuals and groups to identify and explore concerns relating to their substance misuse
* Carry out testing and comprehensive assessment to identify alcohol and other substances
* Contribute proactively to the principle of continuous improvement by making positive suggestions and constructive feedback and helping with the implementation of agreed new ways of working
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| **Continuous Development** |
| * Reflect on and develop your own practice
* Monitor your own performance to ensure it meets expectations and agreed performance targets
* Make use of supervision opportunities, ensuring there is two-way dialogue
* Participate in training and other development opportunities
* Contribute to the development and knowledge of others by sharing your experience and skills
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| PERSON SPECIFICATION | Essential or Desirable |
| QUALIFICATIONS |  |
| NVQ level 3 in health and social care (or equivalent) | Desirable |
| Social work qualification | Desirable |
| SKILLS, EXPERIENCE AND EXPERTISE |  |
| Prior experience of managing and supervision staff  | Essential  |
| Proven track record of working within the substance misuse sector and managing a complex caseload  | Essential |
| Experience of working with female substance misusers and understanding the issues faced by substance misusers | Essential |
| Experienced in providing effective performance management | Essential |
| To have an understanding of working in a way that is ‘trauma informed’ | Essential |
| Experience of working with women who have been victims of violence including sexual violence and exploitation | Essential |
| Proven track record in managing incidents of aggression and challenging behaviour | Essential |
| Experience of delivering group work or group based activities | Essential |
| Experience of providing community based support practices and of working in partnership with other partner agencies | Essential |
| Skilled in carrying out administrative duties including data entry and report writing | Essential |
| Experience of service user involvement and co production | Desirable |
| ABILITIES AND ATTITUDES |  |
| Committed to safeguarding with regard to adults and children | Essential |
| Committed to the principles of equal opportunity and diversity | Essential |
| Able to maintain professional boundaries | Essential |
| To be aware of best practice and confidentiality procedures in line with 2018 Data Protection Act guidelines | Essential |
| Proven verbal and written communication skills with the ability to tailor the message to the audience | Essential |
| Ability to lead and work effectively as part of a team | Essential |
| To be able to confidently use own initiative and follow through on decision making and taking action | Essential |
| Adaptable and able to work in a challenging and changeable environment, both on own and in a team | Essential |
| Ability to deliver against agreed objectives and targets and understand the importance of working efficiently | Essential |
| To understand the importance of taking responsibility for own behaviour and actions | Essential |
| Is able to travel with ease between different locations in East Sussex | Essential |

The post is subject to the satisfactory completion of a Disclosure and Barring Service at an enhanced level.

This job description accurately reflects the present position; it may be reviewed and amended but only after a proper period of consultation.