



Help for women,
hope for everyone.

Substance Misuse Recovery Worker*

1 x full time role (fixed until 31 March
2021 with the possibility of extension)
1 x part time role (permanent 22.5
hours per week)

*These posts are only open to female applicants as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.

Both roles £22,500 pa FTE
Based in Brighton



Thank you for your interest in Oasis Project and the role of Substance Misuse Recovery Worker. We have a number of roles available including full time and part time, permanent and fixed term. **When applying please indicate which role you are applying for.**

This is your application pack. It will tell you about our activities and how you can apply for this role. After reading the pack we hope you will still be interested in applying and ask that you complete the application form, the equal opportunities monitoring form and return them both to us:

- By email to recruitment@oasisproject.org.uk
- By post to Globe House, 3 Morley Street, Brighton, BN2 9RA

The closing date is 9am on 30 October 2020.

Interviews will be held week commencing 9 November 2020. The interview process will involve a series of competency based interview questions and a short test.

We hope the successful candidates will be able to start as soon as possible.

You will find the following enclosed within this pack:

1. Introduction to Oasis Project
2. Working at Oasis Project
3. The recruitment process
 - a. Selection
 - b. Job description and person specification
 - c. Completing your application
 - d. Submitting your completed application
 - e. References, occupational health checks, UK work eligibility checks and DBS disclosure

1. Introduction to Oasis Project

We give help and hope to women, children and families affected by drug and alcohol problems.

We help people find the strength and opportunities to make choices that lead to change.

Not just for themselves, but for their families, their friends and their communities.

For all of us.



2. Working at Oasis Project:

Oasis Project aims to give help and hope to women, children and families in Brighton & Hove and across East Sussex affected by drug and alcohol problems.

We have been established since 1997 and take a gender-specific approach to service provision, working with all family members to achieve the best outcomes for our clients.

Last year (2019/2020) we worked with over 600 women and over 200 children from Brighton & Hove and across East Sussex, around 40 men and women with multiple and complex needs in Hastings and Eastbourne through Fulfilling Lives and around 30 fathers.

Our main services for adults in Brighton & Hove include:

- Open access (initial assessment for anyone referred or self-referring to Oasis)
- Parenting Our Children Addressing Risk (POCAR) - a psycho-social programme for parents who use drugs and/or alcohol and have social services involvement with their children – including a specialist programme for dads delivered from a separate premises
- Sex Workers' Outreach Project (SWOP)
- Assessment and care co-ordination
- Structured group-work including Phase 2 for women seeking to take the next steps in their recovery
- Peer support

Our Young Oasis service includes:

- A therapeutic crèche for children aged 0-11 whose parents accessing treatment or support
- One to one therapy for children and young people 5-18 affected by substance misuse in the family
- A Young Women's Therapy Service for women 18-25 who have experienced early trauma
- Mellow Parenting – an attachment based parenting programme for mums who have experienced problems with substances

East Sussex services:

- Groups and 1-1 keywork for women with a drug or alcohol problem
- Therapy for children and young people 5-18 affected by substance misuse in the family
- Delivery of Fulfilling Lives project in Hastings and Eastbourne

Our Ethos

Our Core Truths

1. Anybody can develop a problem with drink or drugs – whatever their background or situation.
2. It is harder for women to escape drug and alcohol problems – they need specialist help.
3. Drug and alcohol problems don't just affect the individual – but everyone around them.
4. Drink and drug problems aren't just the cause of a difficult life, they're a symptom of one.
5. A bad start in life doesn't have to mean a bad end.
6. We're not here to 'fix' anyone – we're here to help women make choices that lead to change.
7. We know that one size doesn't fit all – we look at the individual

Our Values

Equality

We are a champion for equality, providing a non-judgemental service which respects the needs of its clients in all their diversity and recognises that one size does not fit all.

Accountability

We do what we say we are going to do and work with integrity, never losing sight of our responsibility for our actions

Caring

We deliver all our services with respect for individuals and our day to day interactions are characterised by compassion and kindness

Creativity

We use our unique insight and experience to problem solve, recognising the value of innovation when working with individuals and families

Collaboration

We work together with our clients, their families friends and networks and our professional partners to provide the best care possible, to keep people safe and to bring about positive change

Learning

We continue to develop and evolve our services to better meet the needs of our clients, facilitating involvement and feedback at every opportunity

All our values are underpinned by a seventh value, which is... **Community**

As a paid employee at Oasis, you will be expected to:

1. Meet the skills and requirements as outlined in the job description and person specification for this role;
2. Make sure that you can commit to the specific hours and days of work that the role requires;
3. Make sure that you are able to travel to and from the project offices based at 11 Richmond Place, Brighton and at Globe House, 3 Morley Street, Brighton (or other work venue as required).
4. Discuss and agree any support needed with your line manager or the Director of the project and/or the Human Resources Adviser.
5. Engage with a culture of continuous professional development
6. Observe the relevant requirements of all Oasis Project policies.

In return you can expect

Challenge and experience

This role is challenging but rewarding. You will be able to work within an experienced team of substance misuse workers, senior practitioners and safeguarding leads. Currently we are able to offer some opportunities for working from our Brighton base alongside some time working from home. Client work remains largely remote at this time though plans are in place for safely reopening for face to face client work.

Training and support

Oasis Project provides you with regular one to one sessions with your line manager and an annual appraisal to review progress and identify areas for development. We also strongly encourage continuous professional development and encourage learning from a range of different opportunities.

We like to develop talent and provide opportunities such as secondments to ensure our employees continue to grow and learn, and can remain motivated and passionate about their work.

Benefits

In return for your time and skills at work you will receive

- a fair salary, comparable with similar roles in the area.
- 28 days (210 hours) annual leave plus bank/public holidays pro rata (full time) or pro rata equivalent
- 1 hour per month for well-being
- Training and learning opportunities
- Study leave for approved courses/training
- Annual all-staff conference
- An employer contribution of 3% into our stakeholder pension scheme via Bluesky (on condition that you remain enrolled in the pension scheme and contribute a minimum of 5% of your salary).
- Free tea and coffee
- Occupational health – eye tests reimbursed; other health support provided as necessary.

Career and other benefits

Oasis Project aims to be an employer of choice. We are a professional, well-respected organisation and showing that you have been employed will provide great experience for you. We hold the Investors in People external accreditation.

Insurance

All employees are covered by Oasis Project's insurance policy. To ensure that you have adequate cover it is important that you follow the guidelines of your role at all times.

- We will treat you in a polite, helpful and friendly manner at all times.
- Information that you provide will be treated as confidential and will be seen only by those involved in the recruitment process.
- We will remove all personal information from your application to ensure that the short listing panel are not aware of whose application they are assessing. All staff will have undergone recent unconscious bias training.
- We will ask you to complete an equal opportunities questionnaire – this information is only used for monitoring purposes.
- We will endeavour to make any reasonable adjustments to the selection process (application form, interview or training) to enable individuals to participate equally

- If you are selected to progress to the next stage you will be advised as soon as possible.
- We will aim to give you at least one week's notice prior to interview, or we will make it clear in the job advertisement when the interviews will be held.
- We will not contact your referees unless you give your permission. We will however need to obtain two satisfactory references as a condition of any employment offer.
- A decision will be made as soon as possible after interviews and you will be informed, normally within 1 week.
- Unsuccessful interviewees will be offered feedback.

Selection

Step 1: The first step is to fill in an application form before the closing date. Once you've submitted your application form, we will assess whether or not you have demonstrated that you meet the criteria detailed on the person specification for the role.

Step 2: If you are shortlisted at the application stage, the second step will be that you are invited to attend an interview where we will assess whether you're suitable for the role. You will be sent an interview invitation via email or letter. At the interview you will need to demonstrate that you can meet the criteria in the person specification.

Step 3: If you're selected, the third step is that you will undertake a thorough induction and complete the mandatory training programme.

Completing your application

You will need to download an application form. You can download this from the same page where you accessed this recruitment information pack. You can find information about all Oasis' vacancies here: <http://www.oasisproject.org.uk/job-vacancies/>

You may submit either a typed or hand-written application and send this via email or in the post. If you decide to hand-write your application please ensure that it is legible. Please ensure that your personal information is completed including a contact telephone number if possible.

Please note that we do not accept CVs.

In your application you will need to demonstrate that you have the skills to meet the requirements of the role. Please read the job description and person specification carefully and address your supporting statement to the stated criteria.

It is important to complete the Equal Opportunities Monitoring form and return it with your completed application as this helps us to monitor our recruitment process and ensure that we are attracting a diverse range of people to want to work and volunteer at Oasis.

Submitting your application

By email: Please email your completed application form and equal opportunity form to recruitment@oasisproject.org.uk

By post: Please send your completed application form and equal opportunity form to:
Administration Manager, Globe House, 3 Morley Street, Brighton, BN2 9RA

Methods of assessment

A range of methods, (although the same for each person) will be used to assess each application that is received for the role. These will include:

- Application form and supporting statement
- Checking qualifications against certificates / registrations with professional bodies
- Interview
- Possible test (such as typing test, report writing, data entry, presentation). You will be informed in advance if a test will be used during an interview process.
- References

Recruitment checks:

References

We require two references. They will not be contacted without your permission but we will need to obtain two satisfactory references before you can take up any employment offered to you. If you can provide an email address for your referees this is helpful.

Eligibility to work in the UK

We require you to provide appropriate ID documentation that proves your eligibility to work in the UK.

Occupational health check

You will be asked to complete an online medical questionnaire, via our occupational health providers. Our occupational health experts will confirm to Oasis Project whether you are fit (or not fit) to undertake the role, or if adjustments may be required, based on the information that you have disclosed.

Ex-offenders / Disclosure and Barring Service (DBS) Checks

All applicants are required to disclose details of any unspent convictions in accordance with the Rehabilitation of Offenders Act 1974. Any disclosure of an unspent conviction will NOT automatically disqualify your application unless the nature of the offence renders you unsuitable for the role. All such disclosures will be considered on an individual basis. There is space on the application form for this information.

If your employment at Oasis will include working with children and vulnerable adults you will be required to undertake a DBS check (with the costs for this being met by Oasis).

We wish you success with your application.

Role profile:	
Role title: Female* Substance Misuse Recovery Worker	Reports to: Adult Services Manager
Team: Adult Services	Salary: £22,500 per year FTE
Hours: Full time is 37.5 hours per week; Or 30 hours per week; Working pattern to be agreed	
Contract type: Permanent and fixed term for 6 month contracts available	
Purpose of the role: To support the adult services team to deliver high quality substance misuse services to women including assessment, planning and reviewing integrated recovery programmes, education and promoting choice and independence throughout recovery	
Responsibilities:	
Client Service Delivery	
<ul style="list-style-type: none"> • 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 screening and referral assessment 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 	
Adult and Child Safeguarding	
<ul style="list-style-type: none"> • Be committed to the safeguarding of children and adults affected by substance misuse • Be familiar with best safeguarding practice and procedures, making awareness of documentation pathways at Oasis a priority and taking appropriate action as necessary • To keep up to date with training 	
Service commitment and accountability	
<ul style="list-style-type: none"> • 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 	

- Develop professional links with other agencies, ensuring a corporate approach is adopted
- Engage in regular supervision
- Ensure adherence to evidence based practice and clinic guidelines

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

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

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

PERSON SPECIFICATION	Essential or Desirable
Proven track record of delivering agreed service targets in a flexible, creative way as well as being able to deliver structured interventions in the substance misuse sector	Essential
Knowledge of the key issues facing substance misusers, in particular female substance misusers and a commitment to helping women access relevant support	Essential
Proven verbal and written communication skills with excellent IT skills and database inputting	Essential
Experience of providing community based support practices and of working in partnership with other agencies	
Ability to work effectively as part of a team as well as on own initiative	Essential
Resilient attitude and ability to work in a way that is reflective, adaptable and non-judgmental and adheres to professional boundaries at all times	Essential
Experience of managing a caseload of clients in line with agreed processes	Essential
In-depth knowledge and experience of safeguarding procedures and processes, confidentiality procedures and data protection guidelines	Essential
Proven track record in managing incidents of aggression and challenging behaviour	Desirable
Social work qualification, Nursing RMN RGN or NVQ level 3 in health and social care	Desirable

****This role is only open to female applicants as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.***

The post is subject to the satisfactory completion of a Disclosure and Barring Service (DBS - formally CRB) check 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.