



Job Description and Person Specification Concerned Other Worker

POST: Concerned Other Worker
LOCATION: Various Keighley/Bradford
GRADE: 3; Salary: £25,704 (FTE) £12,852 (Actual)
WEEKLY HOURS: 17.5 hours per week (Part-time)

Purpose of the Job:

- To provide one-to-one support and guidance to those affected by a loved one's use of alcohol or other drugs
- To provide support in the community for individuals and families with the aim of helping them to make the positive lifestyle changes that will aid their recovery.
- To support and signpost individuals and families to engage with other supportive services.

Main Duties

- To review and assess the needs of people with an alcohol or drug problem within a variety of settings
- To support the people who use our services to improve general health, including dietary needs, personal hygiene
- To support the people who use our services to improve their social situation, including assistance with housing, benefits, accessing community services and budgeting
- To work with people to remove any structural and social barriers to accessing treatment services
- To support individuals and families to access appropriate treatment and recovery services
- Keep accurate and confidential records
- Produce relevant documents and reports in support of the role
- Attend and contribute to meetings with other staff and partners.

Project 6 is committed to being a safe, healthy, and non-discriminatory employer. You will need to abide by our code of conduct, health and safety and HR Policies.

Post Specific Duties:

This post is focussed on: (select as appropriate)

- ☒ Running support and recovery groups for people who use our services
- ☒ Seeing individuals one to one in our offices in Keighley or in the community or service users homes
- ☒ Working with another specific targeted client group



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Other specific duties:

- Offering one-to-one support and guidance to those affected by a loved one's use of alcohol or other drugs
- Facilitating peer-led group work
- Supporting referrals into service for people concerned about their own alcohol or other drug use
- Signposting to other appropriate helping agencies



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PERSON SPECIFICATION

Listed below are the knowledge, experience skills and values you'll need to do this job, we will assess these through your application or through tests or interviews after shortlisting.

Knowledge	Method
N/SVQ level 3/degree in Health and Social Care or significant equivalent experience. Or Qualification in substance use treatment/support or significant relevant experience.	Application
Practical Knowledge of the challenges facing people who have difficulties relating to drug or alcohol use	Application/ Assessment
Experience	
A minimum of one year's experience of working with people (individually or in groups) around use of alcohol or other drugs, or have personal lived experience.	Application
A minimum of one year's experience of providing therapeutic services to people experiencing difficulties with use of substances.	Application and Assessment
Effectively using technology to manage a caseload and support individuals	Application
Skills	
Ability to effectively manage conflict	Assessment
Ability to prioritise and support a complex caseload	Assessment
Values	
A firm belief that all people matter	Assessment
An evidenced belief that everyone can change	Assessment
A track record of delivering on your commitments	Assessment
A personal commitment to equality, diversity and Inclusion	Assessment

ROLE SPECIFIC ATTRIBUTES (SELECT AS APPROPRIATE):

	Experience of working in a clinical environment such as a hospital or GPs surgery	Assessment
X	Experience of working with families and loved ones affected by someone else's alcohol or drug use	Assessment
	Experience of working with groups who need support with alcohol or drug use	Assessment

OTHER SPECIFIC REQUIRED ATTRIBUTES

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