

## **Trainee Addiction Worker PERSON SPECIFICATION AND ROLE DESCRIPTION**

**Hours: 30 per week  
3 – 4 days per week on placement  
1 day per week learning**

**Geographical area covered by post: Glasgow area**

### **PERSON SPECIFICATION**

#### **Essential Qualities:**

- Personal history of drug use or problematic alcohol use:  
EITHER approx. 2 years free of drug use - including substitute prescribing  
OR approx. 2 years free of problematic alcohol use.
- Living in Glasgow – further geographical restrictions may apply.
- The ability and desire to move from benefits into paid employment.
- The ability to commit to the project.
- Ability to communicate effectively with range of people
- Must have a good standard of literacy skills.
- Must be enthusiastic.
- Must be punctual and committed.
- Ability to identifying own professional development and training needs.
- A genuine interest in working in the addiction field.
- Conviction free since end of problematic substance use as evidenced by an enhanced disclosure.

In addition, the post holder would be required to empathise with the aims and objectives of SDF, work as part of the SDF team, and participate fully in the wider work of the organisation.

## **ROLE DESCRIPTION**

To take part in training programme, this will include both practical work experience and theoretical input from a tutor. To work as directed by placement agency and to attend learning sessions on a regular basis. To submit all assignments on time and to carry out all duties assigned in a reliable manner.

### **The key tasks are:**

- a. To report to and carry out any instructions agreed with the course coordinator.
- b. To attend placement as agreed.
- c. To work as directed by the placement agency.
- d. To comply with the procedures and protocols of the placement agency.
- e. To attend learning sessions as required.
- f. To comply with all of the relevant regulations for the learning sessions/vocational qualification course.
- g. To fulfil all the requirements of the vocational qualification course including submitting all assignments on time and ensuring readiness to undertake the final examination.
- h. To attend all meetings of partners or participants in the course which are deemed necessary.

### **In addition the trainee would have the following crucial role:**

**Willing to learn and to fulfil the requirements of a basic grade worker in an addiction agency and to assist in the practical implementation of these duties.**

This may include, along with other duties:

- a. Engaging in the service user assessment process.
- b. Following individualised programmes of care with service users using a care planning system.
- c. Assisting in planning, implementing, monitoring and evaluating programmes of care with service users.
- d. Providing a variety of interventions including key working, counselling, and group work.
- e. Challenging service users attitudes and behaviour.
- f. To be responsible for all aspects of physical and emotional and social care of service users.
- g. Co-ordinating a variety of resources, internal and external to the project, to assist in meeting service user needs.
- h. Actively researching and engaging resources in the community as appropriate.
- i. Working as part of the staff team and maintaining good communication within it.
- j. Developing and maintaining links with external agencies, as appropriate.
- k. Attending relevant meetings with external agencies, as required, in relation to the service user's programmes of care.
- l. Preparing service users for admission to the service.
- m. Assisting service users to live independently on return to the community.
- n. Identifying and addressing drug, alcohol and related issues for service users.
- o. Producing clear and accurate verbal and written reports as necessary.

- p. Participating in the ongoing development of the service, through contributing to project reviews and evaluation meetings.

### **Other responsibilities**

- a. To take responsibility, with other senior management and staff, for ensuring that the organisation's operational policies are observed and developed.
- b. To carry out other duties as requested by senior staff which are appropriate to this post.
- c. Establish good professional relationships with others.
- d. Participate in support and supervision arrangements, team meetings and appraisals.
- e. Accept responsibility for participating in identifying own professional development and training needs as part of an ongoing process, and participate in appropriate programs to meet such needs.

### **Teamwork**

Teamwork is a vital aspect to the success of SDF and all members of staff are expected to:

- a. Take part in regular team meetings
- b. Cover for absent staff where applicable.

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Post holders will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively to changing business needs.

*This job description may be amended by mutual agreement following annual job appraisal.*