20 April 2018

PENDING FUNDING

Dear Applicant

Thank you for your interest in the Scottish Drugs Forum (SDF)’s Addiction Worker Training Project (AWTP) 2018. Please find below an application pack. In the pack you will find the following information:

1. Person Specification and Role Description.
2. SDF Policies
   * Protecting Vulnerable People
   * Recruitment of Ex-Offenders
   * Secure Handling, Use, Storage and Retention of Disclosure Information.

Also enclosed are two forms for you to complete and return to SDF:

1. Application Form Part A: Contact Details and Equal Opportunities Monitoring Form
2. Application Form Part B: Application Form

For further information, please contact SDF Admin on 0141 221 1175 or email [Michael@sdf.org.uk](mailto:Michael@sdf.org.uk).

Yours sincerely

for **Scottish Drugs Forum**



Katharine Ronald

HR Officer

Enc.

PERSON SPECIFICATION AND ROLE DESCRIPTION

**PENDING FUNDING**

**Job Description: Trainee Addiction Worker**

**Grade & Starting salary: £12,214.80 per annum for a 30 hr week**

# Hours: Fixed term contract of 30 hours per week

# Contract duration of 39 weeks

# (3/4 days per week on placement, 1 day per week study/learning)

**PERSON SPECIFICATION**

**Essential Criteria:**

* Personal history of drug use or problematic alcohol use:

**AT TIME OF APPLICATION,** either two years free of drug use (including substitute prescribing) OR 2 years free of problematic alcohol use.

* 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 basic standard of literacy skills.
* Must be enthusiastic.
* Must be punctual and committed.
* Ability to identify own professional development and training needs.
* A genuine interest in working in the social care field.
* Conviction free since end of problematic substance use as evidenced by an enhanced disclosure/membership of the PVG Scheme. As part of the pre-employment recruitment checks for this post, the successful candidate will be required to gain/maintain Protection of Vulnerable Group Scheme membership. Support with this will be provided.

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 the training programme, this will include both practical work experience and theoretical input from an SVQ provider. To work as directed by the placement agency and to attend learning sessions as required. To submit all assignments on time and to carry out all duties assigned in a reliable manner.

**The key tasks are:**

1. To report to and carry out any instructions agreed with the course coordinator.
2. To attend placement as agreed.
3. To work as directed by the placement agency.
4. To comply with the procedures and protocols of the placement agency and SDF.
5. To attend learning sessions as required.
6. To fulfil all the requirements of the SVQ course including submitting all assignments on time.
7. 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 a social care agency and to assist in the practical implementation of these duties.**

This **may** include, along with other duties:

1. Engaging in the service user assessment process.
2. Following individualised programmes of care with service users using a care planning system.
3. Assisting in planning, implementing, monitoring and evaluating programmes of care with service users.
4. Providing a variety of interventions including key working, counselling, and group work.
5. Challenging service users attitudes and behaviour.
6. To be responsible for all aspects of physical and emotional and social care of service users.
7. Co-ordinating a variety of resources, internal and external to the project, to assist in meeting service user needs.
8. Actively researching and engaging resources in the community as appropriate.
9. Working as part of the staff team and maintaining good communication within it.
10. Developing and maintaining links with external agencies, as appropriate.
11. Attending relevant meetings with external agencies, as required, in relation to the service user’s programmes of care.
12. Preparing service users for admission to the service.
13. Assisting service users to live independently on return to the community.
14. Identifying and addressing drug, alcohol and related issues for service users.
15. Producing clear and accurate verbal and written reports as necessary.
16. Participating in the ongoing development of the service, through contributing to project reviews and evaluation meetings.

**Other responsibilities**

1. To take responsibility, with other senior management and staff, for ensuring that the organisation’s operational policies are observed.
2. To carry out other duties as requested by senior staff which are appropriate to this post.
3. Establish good professional relationships with others.
4. Participate in support and supervision arrangements including peer support sessions.
5. 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 AWTP and trainees are expected to:

a. Take part in regular team meetings when required by SDF and placement agency.

b. Participate in additional SDF activities where appropriate.

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.

**Policy on Protecting Vulnerable People**

Scottish Drugs Forum aims to ensure that any vulnerable people, whether children, young people or vulnerable adults, are protected and kept safe from harm while they are with staff and volunteers in this organisation. In order to achieve this we will ensure our staff and volunteers are carefully selected, screened, trained and supervised.

# Selection

* All applicants to our organisation will complete an application form.
* Short listed applicants will be asked to attend interview.
* Short listed applicants will be asked to provide references and these will always be taken up prior to confirmation of an appointment.
* Candidates selected for interview will be notified prior to interview that they will be asked about any convictions that would be of relevance to the post. Answers to this question will be minuted.

**Screening**

* Where relevant to the post, the successful applicant will be asked to agree to an appropriate disclosure. Disclosures will be requested once the successful applicant has been selected. Any appointment will be made subject to a satisfactory disclosure check. Those starting employment with SDF prior to the completion of the disclosure check would be seen as on probation and as such would be closely supervised.

**Training**

* The successful applicant will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure.
* Relevant training and support will be provided on an ongoing basis, and will cover information about their role, and opportunities for practicing skills needed for the work.
* Training on specific areas such as health & safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new staff and volunteers, and will be regularly reviewed.

**Supervision**

* All staff and volunteers will have a designated supervisor who will provide regular feedback and support.
* Every member of staff and volunteer will attend regular supervision, where their performance, skills, motivation and expectations will be discussed. Supervisions will be minuted and copies made available to the member of staff / volunteer.

Scottish Drugs Forum will ensure that all staff and volunteers involved in recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure it full implementation.

Scottish Drugs Forum, being responsible for the provision of services to vulnerable people with drug related problems must be particularly careful to enquire into the character and background of applicants for appointments to posts which involve working with vulnerable people.

Rehabilitation of Offenders Act 1974

Certain posts are exempted under the Exemption Order of the Rehabilitation of Offenders Act 1974. This means that employers can request a disclosure, or police check for a candidate whom they wish to appoint to the position. The post that you are applying for is exempt. An enhanced disclosure will detail both spent and unspent convictions, cautions, warning, reprimands and any non conviction relevant information. You should be aware that SDF will obtain a disclosure (police check) for the preferred candidate. This will be taken up after the interview. Offers of employment will be subject to a satisfactory disclosure being received and you should be prepared to discuss the disclosure in more detail if necessary.

Thank you for taking the time to read this information sheet.

**Policy on the Recruitment of Ex Offenders**

Scottish Drugs Forum undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.

We will only request a Standard, Enhanced disclosure or PVG Membership where it is necessary and relevant to the position sought.

Where a position requires a disclosure we will make this clear on the application form, job advert and any other information provided about the post.

At interview we will ensure that open and measured discussions can take place on the subject of offences. Failure to reveal information at interview that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

At interview or when receiving a disclosure which shows a conviction, we will take into consideration:

* Whether the conviction is relevant to the position being offered
* The seriousness of the offence revealed
* The length of time since the offence took place
* Whether the applicant has a pattern of offending behaviour
* Whether the applicant’s circumstances have changed since offending took place.

We will ensure that all our staff involved in the recruitment process are aware of this policy and have received relevant training and support.

We undertake to make a copy of this policy and the Code of Practice, available to any applicant for a post with Scottish Drugs Forum that requires a disclosure.

**Policy on the Secure Handling, Use, Storage**

**and Retention of Disclosure Information**

In accordance with the Scottish Executive Code of Practice, for registered persons and other recipients of Disclosure Information, Scottish Drugs Forum will ensure the following practice.

* Disclosures will only be requested when necessary and relevant to a particular post and the information provided on a disclosure certificate will only be used for recruitment purposes.
* Scottish Drugs Forum will ensure that an individual’s consent is given before seeking a disclosure, and will seek their consent before using disclosure information for any purpose other than recruitment.
* Disclosure information will only be shared with those authorised to see it in the course of their duties.
* Where additional disclosure information is provided to Scottish Drugs Forum and not to the disclosure applicant, Scottish Drugs Forum will not disclose this information to the applicant, but will inform them of the fact that additional information has been provided, should this information affect the recruitment decision.
* Disclosure information will be stored in a locked non-portable container, for a maximum of 6 months unless otherwise agreed. Only those authorised to see this information in the course of their duties will have access to this container.
* Disclosure information will be destroyed by shredding.
* No image or photocopy of the disclosure information will be made, however the following details will be retained:
  + Date of issue of disclosure
  + Name of subject
  + Disclosure type
  + Position for which disclosure was requested
  + Unique reference number of disclosure
  + Recruitment decision taken.
    - Scottish Drugs Forum will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support.
    - Scottish Drugs Forum undertake to make a copy of this policy and the code of Practice available to any applicant for a post with Scottish Drugs Forum that requires a disclosure.

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| SDF logo_50% | **Informing**  **Supporting**  **Representing**  **Leading** |

**APPLICATION FOR EMPLOYMENT**

**(Part A)**

**This form should be completed and returned to**

**Recruitment, Scottish Drugs Forum, 91 Mitchell Street, Glasgow, G1 3LN   
or Email** [**Michael@sdf.org.uk**](mailto:Michael@sdf.org.uk)

**Please complete this form clearly in dark ink or black typescript**

Scottish Drugs Forum is committed to providing equal opportunities to all members of staff and job applicants and will not discriminate either directly or indirectly on grounds of gender, age, race, ethnic or national origin, disability, sexual orientation, religion or belief, actual or perceived HIV/HIV status or perceived association with an HIV positive person.

In order to assess the effectiveness of our Diversity Policy it is necessary to monitor all data in relation to these areas. Your co-operation in completing this questionnaire would be greatly appreciated; however, you are under no obligation to provide such data. All information is gathered in order to provide statistical information for monitoring purposes and will be treated in strictest confidence.

On receipt of your application, the questionnaire will be detached from the application form and will not be made available to any person involved in the selection process.

|  |  |  |
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| **POST APPLIED FOR:** | | **For Office use only:**  **Applicant Number** |
| Where did you see the post Advertised? |  | |
| **Interviews:** |  | |
| Please indicate when you will **NOT** be available for interview during this time. | I am available for interview at any time 🞎  I am **NOT** available at the following times: | |

|  |  |  |  |
| --- | --- | --- | --- |
| **PERSONAL DETAILS:** | | | |
| First Name: |  | Title: |  |
| Surname: |  | | |
| Address: |  | | |
|  | | |
| Postcode: |  | | |
| Email address: |  | | |
| Tel Home: |  | | |

**\*** Please indicate whether we may, with discretion contact your work (yes, No)

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| **GENDER:** | | Female 🞎 Male 🞎 Transgender 🞎 Other 🞎 Prefer not to say 🞎 | | | | |
| **AGE:** | | 16-24 🞎 35-44 🞎 55-64 🞎  25-34 🞎 45-54 🞎 65+ 🞎 | | | | |
| **DISABILITY:**  A person has a disability if s/he has a physical or mental impairment which has a substantial and \*long term adverse effect on his/her ability to carry out normal day to day activities (Equality Act 2010). **\* Long term means more than 12 months** | | | | | | |
| **Do you consider yourself to have a disability or health condition?** | | Yes 🞎 No 🞎 Prefer not to say 🞎 | | | | |
| **If yes, Does your condition or illness affect your ability to carry out day-to-day activities?** | | Yes, a lot 🞎 Yes, a little 🞎 Not at all 🞎 | | | | |
| **SEXUAL ORIENTATION:** | | Bisexual 🞎 Heterosexual 🞎  Gay /Lesbian 🞎 Prefer Not to Say 🞎 | | | | |
| **ETHNIC ORIGIN:**  **Relate to a sense of identity/belonging on the basis of a race and/or culture** | | **WHITE** | | | | |
| Scottish 🞎 English 🞎 Irish 🞎  Welsh 🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **BLACK, BLACK SCOTTISH, BLACK BRITISH, ASIAN, ASIAN SCOTTISH, ASIAN BRITISH** | | | | |
| Bangladeshi 🞎 Indian 🞎 Pakistan 🞎  African 🞎 Caribbean 🞎 Chinese 🞎  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **OTHER ETHNIC BACKGROUND (please state)** | | | | |
|  | | | | |
| **Prefer not to say** 🞎 | | | | |
| **RELIGION or BELIEF:** | | Buddhist 🞎  Christian 🞎  Hindu 🞎  Jewish 🞎  Muslim 🞎 | | | | Sikh 🞎  No Religious Beliefs 🞎  Other Religion or Belief, please state: \_\_\_\_\_\_\_\_\_\_\_  Prefer not to say 🞎 |
| This question relates to religion, faith and belief systems. We collect this information to ensure our policies and practices do not disadvantage individuals from particular religious, faith or belief backgrounds or those with no religious beliefs. | |
| **CONSENT:**  Under the terms of the Data Protection Act 1998, I consent to the information that I have provided being used to monitor the effectiveness of Scottish Drugs Forum’s (SDF) Equal Opportunities Policy and for statistical monitoring and reporting purposes. I understand that the information I have provided will be entered onto SDF’s computerised Human Resources database and that it will be treated in the strictest confidence in accordance with SDF’s Data Protection Policy. | | | | | | |
| **Signature:** |  | | | **Date:** |  | |
| SDF logo_50% | | | | **Informing**  **Supporting**  **Representing**  **Leading** | | | | |

## APPLICATION FORM FOR EMPLOYMENT

## (Part B)

## Please complete this form clearly in dark ink or black typescript

The information contained in part B **will be** used as part of the selection process and will therefore be made available to all persons involved in the selection process.

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| **POST APPLIED FOR** | **Trainee Addiction Worker** | |
| **For administrative purposes, please ensure that you put your initials in this box:** | |  |

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| **Your Experience and Project Criteria** | | | |
| Please write a few sentences in each section outlining how you fulfil each of the project criteria. You should use examples from previous experience in paid or voluntary work and from your own personal experiences. Please continue on a separate sheet if necessary, including the question number/s. | | | |
| **1** | Please explain why you are interested in the Trainee Addiction Worker Course. | | |
|  |  | | |
| **2** | Please describe the skills you have that you feel are important to work in the addiction field. | | |
|  |  | | |
| **3** | Drawing on the skills you have described in question two please explain how and where you developed these skills. Please give examples related to work, study, volunteering, or helping others. | | |
|  |  | | |
| **4** | ***You must have a history of problematic substance use to apply for this post.***  Briefly outline your personal history of drug use and/or problematic alcohol use, detailing how long you have been drug free (including methadone and other substitute prescribing) and/or free of problematic alcohol use. | | |
|  |  | | |
|  | ***Please note that you must be at least two years drug free including substitute prescribing, and/or two years problem drinking free at the time of writing this application.*** | | |
|  | How long have you been free of drug / problematic alcohol use (**please include date**): | **Years:** | **Months:** |
| **5** | Do you consider yourself to be punctual and committed? Please give examples. | | |
|  |  | | |
| **6** | How would you describe your standard of literacy? If there are areas which you would like to work on, please give details. | | |
|  |  | | |
| **7** | Are you currently claiming benefits? If yes, please give details of the type of benefit: | | |
|  |  | | |
| **8** | Are you able to commit to the project for 50 weeks, 3 to 4 days per week on placement and 1 day per week study / learning? | | |
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| **Education**  **Secondary Education – give details of any qualifications which you have from school** | | | |
| **Qualification** | **Grade** | **School** | **Year** |
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**Post-school Qualifications – give details of any further education qualifications**

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| **Qualification** | **Grade** | **College / University** | **Year** |
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**Short Courses – Specialist training – Detail title, length, certificates gained etc.**

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| --- | --- | --- | --- |
| **Title of Course**  e.g. Computer Skills, First Aid, Communication Skills | **Duration of Course**  e.g. 2 full days OR 1 evening per week for 10 weeks | **Where Achieved**  Educational Institution / Co-ordinating Organisation | **Year** |
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**Continue on a separate sheet if required**

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| **EMPLOYMENT/VOLUNTEERING HISTORY** |

**A. Begin with your most recent employer, including voluntary or unpaid work**. **Please ensure you clearly mark whether the role is an employed or volunteering position.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Employer: |  | **Please circle**  Employer or  Volunteer | Position Held: |  |
| Employer Address: |  | | Date From: |  |
| Date Left: |  |
| Reason for Leaving: |  |
| Can we contact your current employer/volunteer centre prior to interview? Yes/No | | | Telephone Number: |  |
| Current Duties: |  | | | |

**B. PREVIOUS EMPLOYER/VOLUNTEER ROLE (\*Delete as appropriate)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Employer: |  | **Please circle**  Employer or  Volunteer | Position Held: |  |
| Employer Address: |  | | Date From: |  |
| Date Left: |  |
| Reason for Leaving: |  |
| Telephone Number: |  | | | |
| Duties: |  | | | |

**C. OTHER PREVIOUS EMPLOYERS/VOLUNTEER ROLES (\*Please indicate weather (V) Volunteering or (E) Employment)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dates Worked** | | | **Employer name and address** | **Job and nature of duties** | **\*V**  **\*E** | **Reason for leaving** |
| **From** | **To** | |
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**Continue on a separate sheet if required**

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| **Further Information** |

**If you would like to add any further information in support of your application, please do so and continue on a separate sheet if required.**

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| **Right to Work in the UK** |
| Prior to appointment you will be required to show documentation confirming your right to work in the UK. This may be a passport, P45, P60 National Insurance card or other prescribed documents. |

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| **Health** |
| If an offer of employment is made, you may be required to complete a medical questionnaire. All employment is subject to the receipt of medical clearance satisfactory to the Scottish Drugs Forum.  If you have a disability please tell us below about any adjustments we may need to make to assist you at interview: |

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| **Rehabilitation of Offenders Act 1974** |
| **The rehabilitation of offenders Act 1974 (Exceptions) Order 1975, as amended applies to many posts within Scottish Drugs Forum. In such instances offers of employment will be subject to a satisfactory disclosure/PVG Membership being received. See SDF Policy for Recruitment of Offenders for further details.**  NOTE: All posts for Addiction Worker Training Project are offered subject to PVG Registration and references satisfactory to SDF being received. Having a criminal record does not automatically disqualify you and you will be given the opportunity to discuss this. |

|  |
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| **References** |

List **two** people who will act as references, they should know you well and have known you for at least **two years**. These should be either a previous employer or someone who has worked with you in a professional capacity, e.g. addictions worker, probation officer or social worker. **We will ask questions about history of substance use.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional/Support Worker Reference** | | **Professional/Reference** | |
| Name: |  | Name: |  |
| Occupation: |  | Occupation: |  |
| Organisation: |  | Organisation: |  |
| Address: |  | Address: |  |
|  |  |
|  |  |
|  |  |
| Email Address: |  | Email Address: |  |
| Contact prior to interview: | Yes 🞎 | Contact prior to interview: | Yes 🞎 |
|  | No 🞎 |  | No 🞎 |

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| --- | --- |
| **Declaration** | |
| I certify that all the information contained in this form is true and correct to the best of my knowledge. I am aware that false information or omissions may lead to dismissal without notice.  In terms of the Data Protection Act 1998 I consent to the information which I have provided being used to evaluate my application for employment. I understand that the information I have provided will be entered onto Scottish Drugs Forum computerised Human Resources System and will be treated in strictest confidence. | |
| **Signature:** | **Date:** |
| **Please return completed Application Forms to:** | |
| Recruitment  Scottish Drugs Forum  91 Mitchell St  GLASGOW  G1 3LN | **OR**  **Email** [**Michael@sdf.org.uk**](mailto:Michael@sdf.org.uk)  **Fax 0141-248-6414** |