

JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN
THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

JOB TITLE	Substance Misuse Worker
BAND	5
RESPONSIBLE TO	
ACCOUNTABLE TO	Service Manager
BASE	37.5 hrs per week – worked flexibly in response to the demands of the service.
HOURS OF WORK	Nominal base is Mansard House - Chelmsford but will be expected to travel across Essex to provide cover at other locations when required.

ROLE SUMMARY

- You will contribute to the comprehensive assessment of service users in the area that you are working.
- You will work as a member of Essex STaRS in providing high quality, evidence-based, holistic care to service users in line with your NMC professional code of conduct and trust policies. You will assess, plan, implement and evaluate packages of care based upon individual service user's needs, under the guidance of the Senior Nurse as per NICE guidance.
- As required by your manager, you will have responsibility for the day-to-day supervision and management of lower banded staff within your professional group and team locality. This may include the management of these staff in line with agreed Trust HR processes as required.
- You will be expected to work collaboratively with key partner organisations, service users, carers, clinicians and other practitioners within the service in delivering services
- In delivering your duties you are expected to display behaviors that are aligned with the Trust values and in accordance with the NHS Constitution at all times.

WE CARE. WE LEARN. WE EMPOWER.

KEY RESPONSIBILITIES

Please note that this role outline serves to provide an illustrative example of the duties and responsibilities you may be expected to undertake during the course of your normal duties. It is not an exhaustive list and you will therefore be required to undertake other responsibilities and duties that are considered to be commensurate with the band.

Core Clinical:

- Provide management and care of service users requiring specialist prescribing interventions within Essex STaRS.
- Produce accurate and timely documentation on all service users in line with your Professional Code of Conduct and Trust policies
- Conduct / contribute to the assessment process, as well as the observation and ongoing assessment, providing accurate and timely feedback
- Participate in the planning, implementation / evaluation and ongoing review of recovery plans
- Provide practical support, advice and education to service users, carers and other disciplines
- Responsible for the recording of all service users related activity information onto Theseus
- Carry out risk assessments including any potential hazards in the service users environment
- Attend multi-disciplinary meetings i.e. referral / review / business
- Report and document incidents as required
- Conduct physical health care checks of service users and act upon findings
- Act as a key worker
- Facilitate and support in group work such as relaxation, health promotion, hearing voices, anger management, psycho education etc.
- Responsible for administration of medications, assessment of side effects, review concordance and clinical effectiveness of medication regime in line with Trust policy including
 - Safe transportation and storage of medicines, checking receipt, storage of medicines in medicine cupboard
 - Provide education around the medication prescribed, side effects, actions and aids to compliance
- Provide education and support to develop service users' understanding of mental illness
- With relevant expertise and experience and support, provide psycho-social intervention, education and support to develop service users' understanding of mental illness with aim to prevent relapse and admission
- Undertake physical health checks of service users including the administration of vaccines and dry blood spot testing and act on the findings appropriately
- Understand and utilise Health and Social Care commissioned services.
- Undertake carers assessment in line with Trust's key performance indicators
- Be competent in use of relevant screening and assessment tools
- Provide comprehensive assessment, care planning, treatment and review.
- Provide formulation, delivery and review of individualised evidence based care / care packages according to NICE guidance including non-medication strategies
- Support the induction and ongoing development of newly qualified nursing staff

- Be an Infection control link person
- Deliver smoking cessation training
- Participate in audit and research

Core Non-Clinical:

- Promote the Nursing Strategy within the service
- Take part in service development and review
- Participate in the recruitment process of other clinical staff as required, supported by senior members of the team
- Ensure the service meets the agreed performance / contractual targets and adheres to local and government initiatives
- Provide clinical leadership and expertise to team
- Deliver training where appropriate for other professionals

Research:

To actively contribute to reviews of the team's activity and the monitoring of performance in line with the Trust, commissioner, SHA or national directives and audits. Participating in relevant governance, audit, practice development or research activity that may be expected in the service line

Educational:

- To maintain and update relevant knowledge and skills, maintain a professional portfolio, participate in further training to comply with professional registration and clinical governance requirements.
- To follow and engage in national/professional preceptorship requirements for newly qualified staff as appropriate.
- If newly qualified to ensure that all requirements of preceptorship are met.

Training:

To provide teaching and supervision for other members of the team according to experience and competence.

Employee Management:

To supervise, mentor and assess nominated trainees, volunteers and other junior and support and advice staff as required

Communication:

- Contribute to ensuring effective communication with service users, their carers, family, friends, external agencies and staff colleagues. Always acting in a dignified and responsible manner with service users, visitors, carers and colleagues; listening carefully and responding using appropriate language and communication skills which acknowledge cultural differences and professional boundaries.
- To maintain and record integrated service user records accurately and contemporaneously.
- To collect and record clinical or activity information as required by IT data bases for the Trust and CCG and carry out any other administrative duties as required by the team.

Please note that this job description serves to provide an illustrative example of the duties and responsibilities the post holder may be expected to undertake during the course of their normal duties. It is not therefore an exhaustive list; the post holder will therefore be required to undertake other responsibilities and duties that are considered to be commensurate with the band.

ADDITIONAL DUTIES

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate

You will be expected to work collaboratively with key partner organisations, service users, carers, clinicians and other practitioners within the multi-disciplinary team in delivering services; providing a 7-day a week, 24-hours a day service for 365 days a year working shifts, where appropriate and operationally required.

OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

PEOPLE FIRST

(O)(U)(R) PURPOSE

We **care** for people, every day.
What we do **together**, matters.

(O)(U)(R) VALUES

We **CARE**
We **LEARN**
We **EMPOWER**

(O)(U)(R) VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

(O)(U)(R) STRATEGIC OBJECTIVES

We will deliver **safe**, high quality **integrated** care services.

We will **enable** each other to be the **best** that we can.

We will work together with our **partners** to make our services **better**.

We will help our communities **thrive**.

WE CARE. WE LEARN. WE EMPOWER.

ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

DUTY OF CANDOUR

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

EQUAL OPPORTUNITIES STATEMENT

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

NO SMOKING POLICY

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

INFECTION CONTROL

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

HEALTH AND SAFETY

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

GENERAL DATA PROTECTION REGULATION 2018

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

INFORMATION ASSET OWNERS AND ADMINISTRATORS

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function

As an Information Asset Administrator you will ensure you fulfil the following responsibilities;

- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

“Confidential Information” includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust’s Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

RISK MANAGEMENT

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate

SAFEGUARDING DUTY

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

INFORMATION TECHNOLOGY

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

CHANGES TO THIS JOB DESCRIPTION

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

Date post holder in receipt of job description

Signature of post holder

Signature of line manager