



## **Being There Family Support Service - Support Worker**

### **Service Summary**

The “Being There” Family Support Service is a region-wide service in Dumfries and Galloway. We wish to recruit an experienced and dedicated support worker to join our well-established and friendly team, to support family members [18 years of age and over] affected by a loved one's alcohol or drugs use.

### **Accountability**

The post holder will be employed by Alcohol and Drugs Support South West Scotland. In terms of line management, he / she will be accountable to the ADS Operations Manager.

### **Key Relationships**

ADS Senior Leadership Team, ADS Talking Therapies Team, ADS Housing Support Team, ADP Support Team, ADS Service Users and ROSC partners

## **MAIN RESPONSIBILITIES/ DUTIES**

### **Service Delivery**

1. To develop individual support plans for family members affected by alcohol and drugs, which reflect the level of need and identify goals and outcomes.
2. To prepare written assessments, support plans and risk assessments ensuring information is presented clearly and concisely.
3. To assist in the development of family support groups across Dumfries and Galloway.
4. Provide service information to stakeholders and members of the public, ensuring good working relationships are established and maintained with the service and with stakeholders including service users, service providers and other interested parties.

5. To ensure the individual is empowered to make appropriate choices in all aspects of their lives.
6. To work with families affected by alcohol and drugs to enable them to establish their own peer family support groups across the region.
7. To explore options for engaging with other community groups and the wider community to reduce the stigma around family member's problems.

### **Service User Engagement**

8. Act as a champion of ADS and ROSC partners at all times internally and externally, modelling appropriate behaviours.
9. Engage with staff, ensuring personal visibility and accessibility.
10. Develop and/or build strong and positive relationships with key stakeholders to ensure continuity of service.

### **General Responsibilities**

11. Data Protection Act: To comply with the requirements of the Data Protection Act and its amendments to ensure integrity and security of information entrusted to ADS.
12. Confidentiality: Ensure confidentiality at all times, only releasing confidential or personalised information externally with prior consent from a line manager.
13. Safeguarding: Provide leadership in ensuring the organisational and individual statutory and organisational responsibilities are met in respect of safeguarding children & vulnerable adults.
14. Equal Opportunities and Diversity: To ensure that all service users, their partners and carers, colleagues both in ADS and other partner organisations are treated as individuals.
15. Health and Safety: Compliance at all times with the requirements of the Health and Safety regulations and ADS Health and Safety Policy and Procedures, ensuring reasonable care is taken with regard to yourself as well as any colleague, service user or visitor who might be affected by an act or failure to act by yourself.

16. Quality Assurance: To ensure all activities are delivered in a way that supports and maintains the National Quality Standards for Drug and Alcohol Services, and the Health and Social Care Standards.

17. Any Other duties: To undertake any other duties that are reasonable and are commensurate with the role as directed by the Operations Manager in line with the changing needs of the service and legal requirements.

18. Self-Development: To ensure continuous professional development both personally and professionally through training supervision and other appropriate methods.

### **Qualifications, Skills and Experience**

It is **essential** that candidates possess:

- SVQ Level 2 in Health and Social Care as a minimum qualification, or equivalent
- Full driving license permitting driving in the UK , and access to a reliable vehicle
- Computer literate, especially in use of Microsoft Office software
- Protecting Vulnerable Group Scheme [PVG] membership (where membership has not been attained the suitable candidate will be required to meet the cost of the membership)
- Solid knowledge and experience of support work, risk assessment and outcomes measurement

### **Summary of Benefits**

- Hours: 21 per week
- Location: Covering Dumfriesshire and based in part from home
- Salary: £21,968 p.a. pro rata (35hrs per week): salary review pending
- Working from Home allowance
- Holidays: 36 Days per year pro rata (35 hours per week)
- Company Pension
- Employee Wellness Programme
- Life Insurance