# **PERSON SPECIFICATION: Substance Misuse Programme Facilitator (Adults) POST REFERENCE: 107886**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | GCSE Maths or English grade C and above or equivalent qualification (F)  Diploma/BTEC/NVQ3 or equivalent qualification in substance misuse, psychology, counselling, social work or health and social care (F) | Educated to Degree level (F)  Training in Relapse Prevention (RP), Motivational Interviewing (MI), Facilitating Access to Mutual Aid (FAMA), Cognitive Behaviour Therapy (CBT) for alcohol and drug use e.g., guided self-help is desirable (I) |
| * **Work or other relevant experience** | Experience of working with vulnerable individuals with multiple needs (F)  Experience of working with individuals with substance misuse issues (F)  Experience of delivering training to groups and a group work programme (F) | Experience of working within a substance misuse treatment setting (F) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| * **Skills, abilities, knowledge and competencies** | Safeguarding children and adults guidance and legislation. (I)  Equality and Diversity guidance and legislation. (I)  Confidentiality, consent and mental capacity. (I)  Risk taking behaviour and the resulting problems. (I)  Mental health, emotional health and emotional wellbeing. (I)  Data Protection guidance and legislation. (I)  Computer packages including Microsoft Office. (I)  Good written and verbal communication skills and IT competency. (F)  Ability to maintain personal and professional boundaries (F)  Experience of working with groups/pods and managing group dynamics, such as conflict or challenging behaviour. (I)  Understanding of evidence based interventions in a group work setting (I) | tieodeo  Good understanding of drug and alcohol issues and experience of working within a related field (I)  Experience of how to work with challenges associated with substance and alcohol use e.g., cravings and triggers. (I)  Experience of working with psychological trauma. (I) | |
| * + **General competencies** | Ability and willingness to adopt a flexible approach to working outside normal office hours or at different venues on occasion. (I)  Able to undertake the demands of the post with reasonable adjustments where required. (I)  Handling sensitive and confidential information and maintaining discretion and confidentiality. (I)  Encourages others to express their views, feelings and wishes.  Use of effective support systems and networks to develop own knowledge and practice. (I)  Must have a willingness and commitment to undertake training (I)  Drivers’ licence/access to own vehicle (F) | Evidence based practice. (F&I)  Advocacy, offering guidance and mentoring support. (F&I)  Delivery of professional training. (F&I)  Knowledge of local services and geography (F&I)  Confident in challenging areas of practice within self and team. (I) | |
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**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| **Mandatory/Essential Training** | **Frequency** |
| Safeguarding  Equality & Diversity  Employee Protection Register  Information Governance  \*\*Any further training identified attributed to the role | Every 3 years  As required  As required  Annually |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.