# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Substance Misuse Practitioner

# DEPARTMENT: Children’s Services

# LOCATION: Countywide

# GRADE: Single Status 10/11/12

# RESPONSIBLE TO: Practice Manager, East Sussex U19’s Substance Misuse Service

# Purpose of the Role:

To deliver a Substance Misuse service to vulnerable Young People misusing Drugs and Alcohol.

# Key tasks:

1. To undertake specific substance misuse and social care assessments and construct suitable case plans where substance misuse has been identified.
2. To Case manage a complex caseload of young people with substance misuse problems .
3. To liaise with other agencies in providing an effective child protection service to individuals and families allocated to them where substance misuse is a primary factor.
4. To undertake a Case Management function when required.
5. To provide specialist advice, resources and consultation regarding substance misuse issues to other agency practitioners working with vulnerable young people and Looked After Children.
6. To deliver evidence based programmes of intervention for working with young people in addressing problematic substance misuse.
7. To provide appropriate information and support for parents and carers of clients.
8. To participate in reviews and planning meetings for young people as appropriate.
9. To maintain records, reports and correspondence in accordance with agency policy and practice.
10. To ensure that the line manager is kept informed of major developments and the problems arising from the workload and seek advice as necessary.
11. To deliver specific Substance Misuse Training to external agency staff.
12. To create effective inter-agency liaison through promotion of the work of the post holder via attendance at relevant inter-agency forums.

**Progression Criteria**

Progression from Single Status Grade 10 to 11: In order to progress through the bar at the top of Single Status Grade 10 onto Single Status Grade 11, you must have:

* Successfully completed the probationary or appointment support 12 month period
* Demonstrated evidence of professional development linked to completion of relevant East Sussex ASC and CS training pathways
* Demonstrated evidence of working with complex casework independently
* Demonstrated evidence of understanding of the principles of adult learning and beginning to contribute to the development of students and unqualified workers
* Demonstrated evidence of contributing to the development of external professionals via professional consultation
* Obtained your managers agreement the above has been evidence and their approval to progress

**Progression from Single Status Grade 11 to 12**

In order to progress through the bar at the top of Single Status Grade 11 onto Single Status Grade 12 you must have:

* Demonstrated evidence of development in an area of specialist expertise;
* Demonstrated evidence of sharing knowledge and good evidence based practice based on current research relevant to casework;
* Demonstrated evidence of undertaking a lead role in the team to implement local and national service and professional developments;
* Demonstrated evidence of contribution to the assessment, mentoring and support of new staff and/or unqualified workers, for example group supervision and mentoring.
* Demonstrated evidence of via the Appraisal process of continued professional development and on-going professional training relevant to the role.
* Obtained your managers agreement the above has been evidence and their approval to progress

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# JOB TITLE: Substance Misuse Practitioner

# GRADE: Single Status 10/11/12

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * Excellent interpersonal skills. * Ability to undertake detailed and complex assessments. * Good written and verbal communication skills. * Ability to monitor and gatekeep referrals to clinical and child protection specialists within the team. * Offer intensive support and provide a range of interventions to address substance misuse issues. * Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring lower priority work is kept up to date. * Ability to balance using own initiative against need to seek management guidance. * The skills to promote and support effective teamwork Ability to work in a discreet and sensitive manner. * Ability to demonstrate a commitment to equal opportunities through non-discriminatory practice. |

# Essential education and qualifications.

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| These criteria will be evidenced via certificates |
| * Professional Qualification. E.g. Social Work, Nursing, Teaching |

# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * Of the legislative framework relating to child protection. Children’s Act 1989. Assessment Framework. Every Child Matters 2004. Relevant legislation and guidance in respect of Young People and substance misuse. |

# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Experience working with vulnerable young people. * Experience of applying a wide range of approaches to engage and work with hard to reach children and families. * Applying sensitive approaches when dealing with issues pertaining to confidentiality, information sharing, consent to treatment, the rights of young people and the responsibilities of parents/carers and professionals. |

# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * To demonstrate a flexible approach and willingness to adapt to change. * A committed enthusiastic team member. * Working knowledge of IT systems. * A current driving licence and have access to a car or be able to demonstrate how you will meet the travelling requirements of the post. |

# Other Date (drawn up): April 2021

**Name of Officer(s) drawing up person specifications:**

**Job Evaluation Reference:** 12241

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes/No |
| Working with children/vulnerable adults | Yes/No |
| Moving & handling operations | Yes/No |
| Occupational Driving | Yes/No |
| Lone Working | Yes/No |
| Working at height | Yes/No |
| Shift / night work | Yes/No |
| Working with hazardous substances | Yes/No |
| Using power tools | Yes/No |
| Exposure to noise and /or vibration | Yes/No |
| Food handling | Yes/No |
| Exposure to blood /body fluids | Yes/No |