

## Job Description

<b>Job title</b>	Admissions & Reintegration Co-ordinator
<b>Project/team</b>	Case Management Team, Community Recovery Liverpool
<b>Main place of work</b>	Action on Addiction, 17 Rodney Street, Liverpool L1 9EF
<b>Report to</b>	Case Management Lead
<b>Date</b>	8 March 2019
<b>Main purpose of the role</b> In one or two sentences summarise why this role exists	<p>To support the Case Management Lead in undertaking referral and assessment work for the SHARP programme, and supporting the induction to the programme for successful applicants. (80% of role)</p> <p>To co-ordinate client reintegration into the community while they are in the SHARP and Continuing Care Programmes (20% of role)</p>
<b>Key contacts</b>	<p>Treatment Team</p> <p>Recovery volunteers</p> <p>Referring and Partner Organisations</p> <p>Volunteer Coordinator</p>
<b>Key accountabilities</b> Financial, decision-making, key targets	<p>Maximising admissions</p> <p>Building strong relationships with other agencies and referral partners</p>
<b>Main duties</b>	<p><b>Admissions, Assessments and Induction</b></p> <p>To carry out referral screening and book assessment and admissions</p> <p>To write admissions reports, detailing client situation and suitability for the programme</p> <p>To ensure all new admissions are inducted and carry out and monitor induction assessments e.g. ARC, Fit to 12 Step</p> <p>To establish, develop and sustain relationships with clients during the orientation period to facilitate their retention in the programme</p> <p>To create client files and input information onto the database, ensure that data is collected as required to meet commissioning and quality requirements and maintain accurate administrative systems</p> <p>To ensure that all data is collected as required: initial enquiry, referral, screening, admission, reintegration action plans and outcomes</p> <p>To present client assessment findings to counselling team</p> <p>To assist the Case Management Lead and Administrator in overseeing the provision of data to the N.D.T.M.S</p> <p>To liaise with, and obtain, additional assessment information from other agencies working with the clients.</p> <p>To participate in treatment planning for clients.</p> <p>To promote both ITEP (cognitive) and 12 Step programmes to potential referral</p>

	<p>agencies and arrange visitor days</p> <p><b>Maintaining Recovery and Reintegration</b></p> <p>To source and build close working relationships with agencies likely to be involved in onward referrals and re-integration.</p> <p>To keep up to date with, and communicate to counselling team and clients, referral sources for clients in recovery, including mutual aid and support groups, partner agencies for continued recovery support, hobbies, interests, volunteering opportunities and agencies, training, employment, benefits and housing.</p> <p>In conjunction with the Volunteer Co-ordinator and relevant focal counsellor, to undertake one-to-one reintegration meetings with SHARP and Continuing Care clients and develop SMART reintegration plans utilising all information available</p> <p>To liaise with, and refer clients to, resources identified in the reintegration plan</p> <p><b>Other</b></p> <p>To greet, assist and direct visitors and clients, offering excellent customer care</p> <p>To answer the telephone, take messages and perform daily administration duties as directed by the Case Management Lead</p> <p>To work supportively with any social work students or volunteers on placement in the Case Management Team.</p> <p>To ensure all work complies with CHKS quality guidelines and follow Action on Addiction procedures and policies.</p> <p>To promote Action on Addiction Liverpool and its services to stakeholders, and ensure information on relevant services is available for distribution.</p> <p>To monitor the conduct of clients in reference to project expectations and to challenge clients as appropriate.</p> <p>To liaise with key workers, clients, referrals and funders to determine and secure resources in order to implement agreed strategies to meet individual needs.</p> <p>To be a point of liaison for any outreach and pre-treatment projects managed by Action on Addiction</p> <p>To take a proactive role in monitoring and maintaining a safe therapeutic environment.</p>
<p><b>General duties</b> Common to all roles</p>	<ul style="list-style-type: none"> <li>• Comply with codes of practice, policies and procedures</li> <li>• Take action to reduce health and safety risks</li> <li>• Work in harmony with the Charity's values</li> <li>• Respect others and value diversity</li> <li>• Continuously develop knowledge, learning, skill and practice</li> <li>• Continuously improve service delivery</li> <li>• Perform other reasonable duties as may be required from time to time</li> </ul>
<p><b>Special conditions</b> For example, unusual hours, travel</p>	<p>None</p>