

Person Specification

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| Job title | Admissions & Reintegration Co-ordinator |
| Project/team | Case Management Team, Community Recovery Liverpool |
| Reports to | Case Management Lead |

| | | Essential (e) Desirable (d) |
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| Experience Type and quantity of experience rather than years of experience | Demonstrable previous experience of working within a community or residential substance misuse treatment service for a minimum of 2 years | E |
| Skills Specialist, technical and general | Experience of carrying out needs and risk assessments | D |
| | A working knowledge of the 12-step, SMART and ITEP Programmes. | D |
| | Ability to be empathic with clients whilst at the same time maintaining clear professional boundaries | E |
| | Good organisation of records and data in line with data protection legislation including GDPR legislation | E |
| | Ability to maintain the principles of confidentiality in all areas of work. | E |
| | Commitment to continuing learning and development to improve skill base | E |
| | Open and non-judgemental attitude towards clients,families and significant others | E |
| | Working knowledge of child/adult safeguarding and incident reporting protocols and procedures | E |
| | Experience of utilising an electronic case management system to document client records | D |
| Ability to assess the needs of clients and signpost them to other services as appropriate | E | |
| Qualifications and education | Possession of a recognised qualification appropriate for this role (or actively working towards), eg NVQ Level 3 in Health and Social Care | D |

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| Knowledge | Local knowledge of community resources including a working knowledge of the Merseyside treatment pathways and services | D |
| | Knowledge of a range of issues and services including; mental health, substance misuse, housing and benefits. | D |
| | Knowledge of safeguarding vulnerable children/adults | D |
| Personal attributes | Good time keeping; enthusiastic & motivated; flexible & creative approach to work; pro active and adopts a solution focused approach at all times;organised;efficient; ability to work in a calm and reflective manner; and an excellent team player. | E |
| Fit with Charity and team values | Commitment to all principles of treating people fairly and equally | E |