Person Specification

Job title	Admissions & Reintegration Worker
Project/team	Case Management Team, Community Recovery Liverpool
Reports to	Case Management Lead

		Essential (e) Desirable (d)
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

Knowledge	Local knowledge of community resources including a working knowledge of the Merseyside treatment pathways and services Knowledge of a range of issues and services including; mental health, substance misuse, housing and benefits. Knowledge of safeguarding vulnerable children/adults	D D 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