



Job description

Job Title:	Keyworker & Group Facilitator
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Vacancies	2 full-time positions 1 part-time position
Salary	£19,000-£23,000 depending on experience (part time position is pro-rata)
Location / Branch	Portsmouth
Length of contract	1-year fixed term with the potential of renewal subject to funding.

Main purpose of the job

To provide therapeutic support to residential clients recovering from addictions. Each keyworker will have a mixed caseload of between 5-6 clients at any one time. You will provide one to one key working and ensure administrative client notes are up to date.

As an ARC keyworker you will facilitate group workshops which have therapeutic focus where the objective is addressing multiple complex needs and managing those in a safe space.

At ARC the overarching aims are to support individuals to achieve independent living in the community away from addictions and self-destructing patterns of behaviour.

We hold high levels of responsibility and adhere to strict safeguarding policies and procedures to uphold the wellbeing of our clients.

Main duties:

1. One to One key working ensuring clients receive the right level of intervention and support during their stay at ARC. Assisting clients to develop confidence, self esteem and focused interventions to guard their wellbeing.
2. Group work facilitation & understanding various learning styles, how to plan for group and deliver information to diverse individual needs. Experience of harm reduction, relapse prevention, sexual health and other topics linked to substance misuse.
3. Safeguarding vulnerable adults and experience of how to complete risk assessments.
4. Undertake drug/alcohol testing.
5. Chaperone clients to appointments & community events.
6. Outreach activity
7. Data entry, admin duties and reporting using word and excel to an average competence. Assisting with client planned exit and evictions & inductions to community.
8. Information, advice and guidance experience around supporting or advocating on behalf of clients seeking information around benefits, housing, training and employment.



Person Specification – Are You a Good Match for ARC		
Factor	Essential?	Desirable?
Qualifications	Willing to undertake continuing professional development.	<ul style="list-style-type: none"> • Diploma in Health & Social Care level 3 • Counselling skills level 2 or above • care certificate • Mental Capacity Act • Safeguarding Adults • Safeguarding Children • Basic Life Support • Health & Safety at work • Conflict management
Relevant experience	Extensive experience of working with the addiction's community (paid or voluntary) and a clear understanding of the need to deliver quality services.	Comprehensive understanding or lived experience of the 12-step recovery model. Experience of working in a residential addiction's rehabilitation centre.
Aptitude, skills and abilities	Excellent communications skills, ability to work on own initiative and in a multi-disciplinary team, experience in word & excel. Group facilitation trained and experienced, one to one keywork trained and experienced. (either in previous role or through educational training) Excellent written communications.	Training in non-verbal communications and conflict resolution. Willing to undertake IT training if required. To understand the principles of recovery as defined by the National Treatment Agency.
Personal attributes	Confident in communications and delivering information. Great listening skills. Good judgement and problem-solving ability. Compassionate & Caring Offering advice and guidance to clients on benefits, housing and employment pathways.	Diplomatic communications that assist in mediation.



BEHAVIOURS & VALUES

The ARC value employees and potential recruits who demonstrate **care, compassion, competence, courage & commitment** to their roles working with vulnerable adults. Please be advised if selected for interview we are likely to provide a case study exercise that will aim to draw out where you hold some of these values.

ARC employees & potential recruits tend to practice specific behaviour as follows; **authentic, accountable, collaborative, assertive, empathetic, challengers**. Please be advised that if selected on interview we may ask a behaviour question related to the above.

APPLICATION PROCESS

We will keep the advert live until 06th of May 2019 however reserve the right to close the application process prior to that if we are inundated with applications. If you apply post 06th of May 2019 your application will not be considered.

This job description can be changed to meet business need and serves as a guide to the duties you are being recruited to. The job description does not form part of the contract of employment.

INTERVIEW

The interview dates are currently scheduled the week commencing 13th of June 2019. At interview we will expect candidates to respond to questions using the star framework. Please copy the below link into your browser to research how to use star at the interview to answer questions & how to apply it in your interview/application for the role.

<https://ofqual.blog.gov.uk/wp-content/uploads/sites/137/2017/12/How-to-use-STAR-in-your-application.pdf>

APPLICATION

To apply for the Keyworker position please provide a copy of your most updated CV and using an A4 word document please follow the star method to respond to how you meet the person specification and why you would be the right candidate with the right level of skill and experience for this position. Please give one example for each part of the person specification and acknowledge the duties we have listed. We will be looking for passionate, concise well thought out responses for our shortlisting.

We will be unable to respond candidates that were not shortlisted for interview. We wish you all the best in your applications. If you have any questions, please do email us and send your completed application to recruitment@arcproject.org.uk



CONVICTIONS

The Arc will request a criminal record check where this is proportionate and relevant to the position concerned, as identified by a thorough risk assessment. Checks will be carried out in accordance with the relevant regulations (for example for occupations or activities covered by the ROA 1974 (Exceptions) Order 1975 and the Police Act 1997 (Criminal Records) Regulations).

The Arc will not unlawfully discriminate against any candidate where they are required to provide information about their criminal convictions. If you have any convictions, please indicate this on application and we can discuss these in more detail at interview. You do not need to outline the convictions, only that you have some and we can discuss their relevance on interview. Our client group often value people with lived experience and many of those will have past convictions.

DATA PROTECTION

The provisions of the Data Protection Act will be fully complied with when carrying out this process.