



## Job description

**Job Title: Monitor**

<b>Vacancies</b>	1 Part time
<b>Salary</b>	£8.75 p/h
<b>Location / Branch</b>	Portsmouth
<b>Length of contract</b>	

### Main purpose of the job

Do you want to work for an organization that is making a difference in Portsmouth?

Are you passionate about helping people make and sustain change in their lives?

Monitors are responsible for maintaining and assessing the safety and security of the program and its residents while providing a supportive treatment environment.

Through effective communication, monitors relay relevant information to other members of the interdisciplinary team and perform crisis intervention as needed. Sound interesting?

Though the hours vary and can't be fixed it is likely that this role would see the candidate securing in excess of 30hrs each week. Sleep ins usually are from 6pm-8am.

Below you will find a more detailed description of some of the duties and requirements for this position.

For the right candidate interested in a full time post we have a separate PT position as a facilities administrator which could be merged with this post to provide in excess of full-time hours. The facilities administrator role requires an assertive, task driven team player. If you also have interest in this role, please enquire at interview.

**Please scroll down to application**



### **Main duties:**

1. Perform house runs to ensure and maintain accountability of all clients and the safety and security of the premises.
2. Drop medications and ensure correct securing of medications.
3. Perform drug and alcohol testing.
4. Perform crisis intervention and communicate with team as unforeseen situations arise.
5. Document client updates, sign in checks and incidents in daily log or briefing forum.
6. May work weekends and holidays as needed.
7. Attend appointments with clients.
8. May need to document blood pressure of clients (will be trained)

**Please scroll down to application**



## Person Specification – Are You a Good Match for ARC

Factor	Essential?	Desirable?
<b>Qualifications</b>	Previous experience in another similar role/industry.	<ul style="list-style-type: none"> <li>• Diploma in Health &amp; Social Care Level 3</li> <li>• Counselling Skills Level 2 or above</li> <li>• Care Certificate</li> <li>• Mental Capacity Act</li> <li>• Safeguarding Adults</li> <li>• Safeguarding Children</li> <li>• Basic Life Support</li> <li>• Health &amp; Safety at work</li> <li>• Conflict management</li> </ul>
<b>Relevant experience</b>	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. Distributing detox medications and running process/therapeutic group and offering one to one support.
<b>Aptitude, skills and abilities</b>	Excellent communication skills, ability to work on own initiative and in a multi-disciplinary team.	N/A
<b>Personal attributes</b>	Confident in communications Great listening skills. Good judgement and problem-solving ability. Compassionate & Caring	



## 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 12/08/2019 however reserve the right to close the application process prior to that if we are inundated with applications. If you apply post 12/08/2019 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 19<sup>th</sup> of August 2019. Actual dates will be confirmed in writing.

## APPLICATION

To apply for the position please provide a copy of your most updated CV and using an A4 word document please 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 to 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](mailto: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.