

Job Description: Scottish Drugs Forum National Traineeship
Grade & Starting salary: £13.45 per hour for a 27.5 hr week
Hours: Fixed term contract of 27.5 hours per week
Contract duration of 39 weeks

ROLE DESCRIPTION

To take part in the training programme, this will include both practical work experience and competence-based assessment of work practice by SDF's SVQ Team. To work as directed by the placement agency and to attend learning, training and support sessions as required. To submit all assignments on time and to carry out all duties assigned in a reliable manner, appropriately representing SDF while on placement.

The key tasks are:

- a) To report to and carry out any instructions agreed with the course coordinator.
- b) To attend placement as agreed.
- c) To work as directed by the placement agency.
- d) To comply with the procedures and protocols of the placement agency and SDF.
- e) To attend learning sessions as required.
- f) To fulfil all the requirements of the SVQ course including submitting all assignments on time.
- g) To attend all meetings of partners or participants in the course which are deemed necessary.

In addition the trainee would have the following crucial role:

Willing to learn and to fulfil the requirements of an entry level worker in a social care agency and to assist in the practical implementation of these duties.

This **may** include, along with other duties:

- a) Engaging in the service user assessment process.
- b) Following individualised programmes of care with service users using a care planning system.
- c) Assisting in planning, implementing, monitoring and evaluating programmes of care with service users.
- d) Providing a variety of interventions including key working, counselling, and group work.
- e) Challenging service users attitudes and behaviour.
- f) To be responsible for all aspects of physical and emotional and social care of service users.
- g) Co-ordinating a variety of resources, internal and external to the project, to assist in meeting service user needs.
- h) Actively researching and engaging resources in the community as appropriate.
- i) Working as part of the staff team and maintaining good communication within it.
- j) Developing and maintaining links with external agencies, as appropriate.
- k) Attending relevant meetings with external agencies, as required, in relation to the service user's programmes of care.
- l) Preparing service users for admission to the service.

- m) Assisting service users to live independently on return to the community.
- n) Identifying and addressing drug, alcohol and related issues for service users.
- o) Producing clear and accurate verbal and written reports as necessary.
- p) Participating in the ongoing development of the service, through contributing to project reviews and evaluation meetings.

Other responsibilities

- a) take responsibility, with other senior management and staff, for ensuring that the organisation's operational policies are observed.
- b) To carry out other duties as requested by senior staff which are appropriate to this post.
- c) Establish good professional relationships with others.
- d) Participate in support and supervision arrangements including peer support sessions.
- e) Accept responsibility for participating in identifying own professional development and training needs as part of an ongoing process and participate in appropriate programs to meet such needs.

Teamwork

Teamwork is a vital aspect to the success of the Traineeship and trainees are expected to:

- a) Take part in regular team meetings and peer support groups with Traineeship colleagues when required by SDF and to take part in team meetings when requested by the placement agency.
- b) Participate in additional SDF activities where appropriate.

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Post holders will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively to changing business needs.

Essential Criteria:

- Personal lived or living experience of own substance use
- Readiness to progress in to paid employment.
- The ability to commit to the project.
- Ability to communicate effectively with range of people
- Must have a basic standard of literacy skills.
- Must be enthusiastic.
- Must be punctual and committed.
- Ability to identify own professional development and training needs.
- A genuine interest in working in the social care field.
- No recent convictions as evidenced by an enhanced disclosure/membership of the PVG Scheme.

As part of the pre-employment recruitment checks for this post, the successful candidate will be required to gain/maintain Protection of Vulnerable Group Scheme membership. Support with this will be provided.

In addition, the post holder would be required to empathise with the aims and objectives of SDF, work as part of the SDF team, and participate fully in the wider work of the organisation.

Policy on Protecting Vulnerable People

Scottish Drugs Forum aims to ensure that any vulnerable people, whether children, young people or vulnerable adults, are protected and kept safe from harm while they are with staff and volunteers in this organisation. In order to achieve this, we will ensure our staff and volunteers are carefully selected, screened, trained and supervised.

Selection

- All applicants to our organisation will complete an application form.
- Short listed applicants will be asked to attend interview.
- Short listed applicants will be asked to provide references, and these will always be taken up prior to confirmation of an appointment.
- Candidates selected for interview will be notified prior to interview that they may be asked about any convictions that would be of relevance to the post.
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Screening

- Where relevant to the post, the successful applicant will be asked to agree to an appropriate disclosure. Disclosures will be requested once the successful applicant has been selected. Any appointment will be made subject to a satisfactory disclosure check. Those starting employment with SDF prior to the completion of the disclosure check would be seen as on probation and as such would be closely supervised.

Training

- The successful applicant will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure.
- Relevant training and support will be provided on an ongoing basis, and will cover information about their role, and opportunities for practicing skills needed for the work.
- Training on specific areas such as health & safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new staff and volunteers, and will be regularly reviewed.

Supervision

- All staff and volunteers will have a designated supervisor who will provide regular feedback and support.
- Every member of staff and volunteer will attend regular supervision, where their performance, skills, motivation and expectations will be discussed. Supervisions will be minuted and copies made available to the member of staff / volunteer.

Scottish Drugs Forum will ensure that all staff and volunteers involved in recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure its full implementation.

Scottish Drugs Forum, being responsible for the provision of services to vulnerable people with drug related problems must be particularly careful to enquire into the character and background of applicants for appointments to posts which involve working with vulnerable people.

Policy on the Recruitment of People With Convictions

Scottish Drugs Forum undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.

We will only request a Standard, Enhanced disclosure or PVG Membership where it is necessary and relevant to the position sought.

Where a position requires a disclosure we will make this clear on the application form, job advert and any other information provided about the post.

At interview we will ensure that open and measured discussions can take place on the subject of offences. Failure to reveal information at interview that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

At interview or when receiving a disclosure which shows a conviction, we will take into consideration:

- Whether the conviction is relevant to the position being offered
- The seriousness of the offence revealed
- The length of time since the offence took place
- Whether the applicant has a pattern of offending behaviour
- Whether the applicant's circumstances have changed since offending took place.

We will ensure that all our staff involved in the recruitment process are aware of this policy and have received relevant training and support.

We undertake to make a copy of this policy and the Code of Practice, available to any applicant for a post with Scottish Drugs Forum that requires a disclosure.

Rehabilitation of Offenders Act 1974

Certain posts are exempted under the Exemption Order of the Rehabilitation of Offenders Act 1974. This means that employers can request a disclosure, or police check for a candidate whom they wish to appoint to the position. **The post that you are applying for is exempt.** An enhanced disclosure will detail both **spent and unspent convictions**, cautions, warning, reprimands and any non-conviction relevant information. You should be aware that SDF will obtain a disclosure (police check) for the preferred candidate. This will be taken up after the interview. Offers of employment will be subject to a satisfactory disclosure being received and you should be prepared to discuss the disclosure in more detail if necessary.

Thank you for taking the time to read this information sheet.

Right to Work in the UK

Prior to appointment you will be required to show documentation confirming your right to work in the UK. This may be a passport, P45, P60 National Insurance card or other prescribed documents.

Health

If an offer of employment is made, you may be required to complete a medical questionnaire. All employment is subject to the receipt of medical clearance satisfactory to the Scottish Drugs Forum.

If you have a disability please tell us below about any adjustments we may need to make to assist you at interview:

Rehabilitation of Offenders Act 1974

The rehabilitation of offenders Act 1974 (Exceptions) Order 1975, as amended applies to many posts within Scottish Drugs Forum. In such instances offers of employment will be subject to a satisfactory disclosure/PVG Membership being received. See SDF Policy for Recruitment of Offenders for further details.

NOTE: All posts for National Traineeship are offered subject to PVG Registration and references satisfactory to SDF being received. Having convictions does not automatically disqualify you and you will be given the opportunity to discuss this.