

| | |
|--|--|
| Job Title: Team Leader-U-Turn YP Specialist Substance Misuse Service | Role Profile Number: PCDH112 |
| Grade: Q | Date Prepared: March 2022 |
| Directorate/Group: Children’s services/Public Health | Reporting to: Operational manager FISS |
| Structure Chart attached: | No |

Job Purpose

- To ensure that the team provides a high quality service to Young People affected by Drug and Alcohol misuse, including Parents and carers. Focused on good outcomes with timely interventions at the right level.
- To model good management by taking professional responsibility for the provision of a high quality and responsive service.
- To assist the Operations Manager in the determination of priorities, and through effective management and supervision of Specialist substance disorder operational staff.
- To assist in the initiation and implementation of operational business plans, legislation and policy guidance for the delivery of the Council/Commissioning Public health priorities.

Key Accountabilities

- Lead and supervise team members on a day to day basis, including their performance management through regular supervision and appraisal, in order to deliver a high quality and consistent service.
- To offer guidance, supervision and support to the workforce to enable them to take actions to support young people to achieve their outcomes, to maximise the use of universal services, to prevent crisis escalation of issues / risk, accurately recording the advice and guidance given.
- A leadership role to foster a strong culture and practice within the team of “personalisation”, focusing on articulating outcomes for individuals, identifying where individuals can make use of a wide range of available services.
- Promote collaborative working across teams, and ensure consistency. Promote effective and efficient multi-agency working to meet the needs of all young people and their carers.

- Ensure that diversity is respected and takes account of the different needs of young people and their carers, and that the decisions made and service delivery is sensitive to and addresses discriminatory issues of language, gender, ethnicity, religion, ability, sexuality and social background.
- To carry a reduced case load of complex needs Young persons with Drug and alcohol use, Mental ill health, YJS involvement, NEET or LAC.
- Deliver evidence based psychosocial interventions/Harm Reduction (Cognitive Behavioural Therapy and Motivational Interviewing techniques) to individuals to facilitate change and reduce drug and alcohol use, in both one to one and group settings.
- To attend regular professional's meetings relevant to Young Peoples, support needs, including housing, Youth Offending, social care, schools and colleges.
- Establish and maintain effective information, communication participation and consultation with service users, carers, staff, and external statutory, voluntary and community agencies.
- Ensure that all team members are actively involved and aware of team and individual performance issues and have the ability to actively engage in increasing performance, satisfaction and impact of the service.
- To organise and deliver training for staff, schools and other professionals based on local needs analysis and unmet need within the Borough of Swindon. To ensure early identification and prevention of any emerging trends.
- In accordance with the provisions of the Health & Safety at Work Act (1974) and subsequent enactments, take responsible care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work. Co-operate with the Council so far as is necessary to enable the Council to perform and comply with its duties under any statutory health and safety provisions.
- Contribute to and participate in his/her personal development programme.
- Prepare such reports and presentations as may be required by the operations manager and attend meetings with Commissioners when necessary.
- Undertake any other duties and responsibilities as may be required by the operations manager commensurate with the grade of the post.

Supplementary Accountabilities

- Because of the nature of the work and in accordance with the demands of the service, he/she will be required from time to time to work outside normal office hours, including evening and weekend working.
- This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the service, always in consultation with the post holder.
- To be able to work flexibly across a number of operational sites and partner agency settings.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be

required to provide evidence of this:

- Previous/current experience of working in specialist Alcohol and drug treatment services.
- Substantial post-qualification experience in a relevant setting.
- Demonstrable working knowledge of relevant legislation, guidance and policy context relating to the work of Substance misuse, and the delivery of community/residential Substance misuse services.
- Where appropriate has up to date knowledge of relevant legislation and guidance in relation to working with and the safeguarding of children/vulnerable adults.
- Management experience of recruitment, performance, appraisal and direct responsibility for operational staff. Knowledge of good supervisory practice.
- Demonstrable leadership skills, credibility and integrity and change management skills. Computer literacy, performance management skills and the skills necessary to work with information management systems.
- Commitment to multi-agency working across a range of services to promote better outcomes for young people and their carers.
- Considerable experience of services to vulnerable Young people.
- A focus on performance management and service development.
- Ability to produce and present detailed and complex reports and to understand, interpret and provide complex information.
- Ability to organise and prioritise work appropriately and to work flexibly under pressure to both self-determined and prescribed deadlines.
- Excellent interpersonal skills.

Qualifications

- Recognised qualification in a relevant field i.e. Health and social care, Criminal justice, housing, youth and community work (qualified grade) or an ability to demonstrate recent, relevant and substantial experience in the field of substance misuse(unqualified).
- Evidence of continuous professional development.
- Project management qualification or relevant experience.

Decision Making

- Responsibility for decision making according to the Young peoples Specialist Substance Misuse services scheme of delegation/Service Specification, including allocation of work in accordance with priorities, and decision making regarding the nature and timeliness of service provision for Young people.
- Ensuring that service delivery meets Public Health obligations and follows Childrens procedures, and that this is managed in accordance with SBC policy, and other procedures.
- Ability to contribute to the short and long-term planning processes and to problem solving, and to match services to local requirements and need.
- Identify and recommend solutions where service delivery / business / performance/ or risk has been

identified.

- Audit work of others, ensuring robust planning and safeguarding measures are being undertaken and make recommendations for improvement and/or development.
- Prioritising key intervention work, determining strategies and ensuring timely progression of personal plans/action plans.
- Swiftly understand, interpret and provide complex information to a range of audiences.

Creativity and Innovation

- To respond to situations and use knowledge and experience to interpret the challenges faced and offer guidance and tailored support to young people and their families effected by substance misuse to safeguard and promote their welfare.
- To be able to identify effective methods of engaging Young People and families.
- Apply professional knowledge and experience to interpret and recommend policy, resolve complex issues, proactively anticipate problems and deliver solutions which enhance the quality and efficiency of services.
- Excellent interpersonal skills and influencing skills with proven ability to build and maintain effective working relationships (internally and externally) and facilitate groups.
- To support, empower and motivate staff members.

| | | |
|---|--|-----------|
| <p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • Assist operational manager (direct). • Line manage up to x 5 operational staff. <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Information gathering; analysis, care planning; assessment; client transfer, case management: data upkeep. | <p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p> | <p>No</p> |
|---|--|-----------|

Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

This post will require the ability to communicate clearly to a range of audiences and across organisational boundaries and levels.

- Peers, colleagues and a range of external agencies in relation to developing robust plans for Young people effected by substance misuse.
- External partners;voluntary organisations and other services to build and maintain relationships to widen the range of opportunities for Young peoples support plans.
- Colleagues across LA in relation to complaints, performance, strategy and commissioning, to monitor

- performance, and to identify areas of achievement and improvement.
- Operational Manager for supervision, appraisal and line management.

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

This post is likely to be office and community based in a wide range of settings with SBC partners with the opportunity for home working in line with Council policy. Travel may be required for external meetings, conferences etc.

Resilience and ability to adapt – this role is working in a fast changing environment and needs to be comfortable dealing with uncertainty and responding quickly often without full information.

| | |
|---------------------------------|-------------|
| Employee Signature: | Print Name: |
| Date: | |
| Line Managers Signature: | Print Name: |
| Date: | |