

**Bristol Drugs Project**

# Job Description:

# Drug & Alcohol Treatment Team Leader

Accountable to the Chief Executive through the Director of Operations. Supervised by the Director of Operations.

## 1 Job Purpose

The Treatment Team Leader is responsible for a locality-organised team of Treatment Team Workers, delivering Opioid Substitution Treatment with a strong psychosocial component and alcohol detox programme within Primary Care settings. The Team leader will ensure effective service delivery within GP Practices, supervising and supporting Treatment Team staff, evaluating and monitoring individuals’ and system performance and responding to queries from Primary Health care teams as needed.

The Treatment Team Leader will be proactive in overseeing delivery of the OST and the alcohol detox service within GP Practices, ensuring Treatment Team are trained, supported and that prescribing GPs are satisfied with the service delivery. This role requires leadership in the delivery of high quality, evidence- based practice that safeguards service users and their children, achieves the best possible outcomes for individual service users, and ensures strong relationships with Primary Care staff enabling a truly shared care approach to drug and alcohol treatment in the community.

## 2 Principal Accountabilities

2.1 Develop, provide and support effective delivery of appropriate services for users of primary care based provision, taking lead responsibility for the geographical area covered by the Team Leader

2.2 To be responsible for induction, supervising, supporting and encouraging the professional development of staff for whom s/he has responsibility, including regular appraisals.

2.3 Lead in ensuring delivery of high quality evidence- based interventions for problem drug and alcohol users delivered by the Treatment Team in partnership with General Practitioners, including assessment, stabilisation and detoxification from drugs and alcohol.

2.4 Proactively review and evaluate the performance of their supervisees to achieve best possible outcomes for individual service users and monitoring progress against expected service outcomes, leading strategic reviews and offering training and performance management where needed .

2.5 Take a lead in organising cover workers to ensure continuity of sessions during annual leave or sickness.

2.6 Establish and foster good liaison with GPs, Primary Care Teams and Pharmacies in their geographical locality.

2.7 To work closely with ROADS Complex Service to promote a co-ordinated policy of care for drug and alcohol users receiving treatment from GPs, ensuring pathways to and from Complex Service met service users’ needs.

2.8 Ensure smooth working of pathways for Service Users into the other treatment pathways within ROADS.

2.9 Respond to service user concerns and complaints, escalating to the Director of Operations as needed.

2.10 To be accountable to the Director of Operations for staff being supervised.

2.11 In consultation with the Director of Operations, contribute to the setting up of new service provision, including training of Primary Care team staff.

2.12 In consultation with the Director of Operations, contribute to service development in line with agency priorities

2.13 To take a lead for the Treatment Team service in a special area allocated by Director of Operations as necessary.

**General Duties**

2.14 To be proactive in reviewing and evaluating own performance and identifying and acting on areas for improvement and development.

2.15 To provide advice and assistance to the Director of Operations and the Chief

Executive about the development of resources available to the project.

2.16 To provide advice and assistance about the evaluation of the services offered.

2.17 To maintain appropriate records and monitoring.

2.18 To ensure staff for whom s/he has responsibility maintain appropriate records.

2.19 To assist in the promotion/education work undertaken by the project.

2.20 To assist in the recruitment, training and where appropriate, to be responsible for the support of volunteers and trainees.

2.21 To attend such internal and external meetings as directed.

2.22 To take all reasonable steps to comply with the Health and Safety at Work Policy.

2.23 To work within the framework and spirit of the agency's Equalities Policy and actively promote the Policy within the project, and in all dealings with other agencies.

2.24 After reasonable consultation, to undertake any other task which is necessary, if called to do so by the Director of Operations.

## 3 Dimensions

3.1 **Finance**

3.1.1 No budgetary responsibilities.

3.2 **Staffing**

3.2.1 Supervising Treatment Team Workers, and Trainees working within this service.

3.3 **Environment**

3.3.1 Hours of work: 37.5 hrs per week. BDP’s core working hours for all posts are Monday – Saturday, 9am - 8pm. For this role hours will be mainly normal daytime 'office' hours; occasional evening work may be required.

3.3.2 Travelling to and from GP Practices in Bristol is an integral part of this role.

3.4 **Technology**

3.4.1 A standard level of involvement with office equipment, including a competent use of an electronic case management system, is required.

## 4 Supervisory Responsibilities

4.1 Responsible for supervising Treatment Team Workers, and Trainees whilst working in this service.

**5 Qualifications and Experience**

These are set out in the Person Specification.

## 6 Context

6.1 **Contacts**

6.1.1 Across BDP: all staff and volunteers.

6.1.2 External to BDP: Other drug and alcohol service providers within and outside of Bristol ROADS, GPwSI, General Practitioners, GP practice managers, pharmacists, health centre reception staff, social workers, probation officers, outreach services, commissioned and mon-commissioned housing providers and a wide range of generic and community services.

## 7 Scope for Impact

7.1 **Decisions that can only be made with reference to line management.**

7.1.1 Anything with financial implications, significant service development, changes to policy, representing the agency to the media and other organisations.

7.2 **Decisions that can be made without reference to line management.**

7.2.1 Detailed operational issues regarding this post and those of supervised staff.

## 8 Special Notes or Conditions

8.1 An enhanced Disclosure and Barring Service Check is a prerequisite of offer of employment.

8.2 Post holders are required to have a Hepatitis B vaccination.

8.3 This is a post in a developing service, which involves a wide range of agencies. The priorities for this role will be under review and may change as the service develops requiring flexibility from the post holder.

# Bristol Drugs Project

## Person Specification Team Leader for the Treatment Team.

The person appointed to the post will be able to demonstrate that they have acquired (or, where appropriate, has the potential to develop) the following.

|  |
| --- |
| **Essential criteria** |
| *Personal Qualities & Values*   * A commitment to achieving ambitious outcomes for service users. * Empathy * Non-judgemental approach. * Commitment to empowering service users. * A commitment to equalities and anti-discriminatory practice and valuing diversity. |
| *Competencies and Skills*   * Excellent communication skills      * Problem solving skills      * Ability to liaise effectively with other organisations including GPs and other Health Professionals.      * Reasoning and numeric skills.      * Presentation and training skills.      * Planning and organisational skills.      * A good standard of IT skills. |
| *Experience & Knowledge*   * Minimum of 2 years’ experience of working with people experiencing problems with drugs or alcohol. * Knowledge and understanding of current guidelines, policies and best practice treatment interventions for drug and alcohol users. |
| *General*   * Demonstrable ability to supervise staff. * A UK driving license or the ability to travel independently in order to fulfil the requirements of the role. |
| **Desirable criteria** |
| * Past personal treatment experience of problematic alcohol/ drug use (with 2 years’ substance free in the community).      * Brief intervention skills and experience, including motivational interviewing, brief solution focussed therapy, IBA and use of ITEP style interventions. * Experience of working with GPs and Primary Health Care staff in Bristol.      * Relevant qualification e.g. Substance Misuse Qualification, Social Work, Nursing, RCGP Part One Certificate in working with substance users in primary care, NVQ (Level 3 or higher). * Fluent in a South Asian, East European or other language widely spoken in Bristol |