



## **Job Description and Person Specification**

**POSITION:** **Peer Development Worker (Substance Use)**

**RESPONSIBLE TO:** Peer Recovery Co-ordinator (Substance Use)

### **JOB PURPOSE**

Working in partnership with local communities and partner agencies:

- To identify and assist in the recruitment, training and on-going personal development of adult volunteers and paid workers who have lived experience of recovery from problematic alcohol and / or drug use.
- To support these adult peer workers and volunteers to use their own lived experience to benefit others in recovery, working together to develop, promote and facilitate a range of recovery focussed activities within the city.
- To encourage and support adults in recovery from substance use issues to actively and positively participate in community life, using community learning and volunteering opportunities to enhance their employment prospects.

### **MAIN WORKING CONTACTS**

- Individuals with lived experience of substance use challenges and recovery.
- Mental Health Engagement and Involvement Team members and other DVVA colleagues.
- Staff, volunteers and participants in organisations and agencies working in the field of problematic substance use, including Dundee Health and Social Care Partnership, NHS Tayside, Dundee City Council, national and local voluntary organisations.

## **KEY DUTIES**

### **Promote Peer Recovery**

- Promote recovery from problematic substance use in the context of personal and community resilience.
- Support people in recovery from problematic substance use to use their lived experience to community as well as personal benefit.
- Promote recovery focussed activities and peer recovery opportunities.
- Assist the Peer Recovery Coordinator (substance use), in partnership with others, to identify and develop new opportunities for peer recovery work within and across substance use services in Dundee.

### **Support project participants and volunteers**

- Support people in recovery from problematic substance use to participate in meaningful activities and, where appropriate, to progress towards volunteering and / or employment.
- Support the recruitment and development of volunteers, and in particular peer volunteers, across drug and alcohol services and community hubs.
- Support the recruitment, selection and induction of Peer Workers as vacancies arise.
- Promote and facilitate access to training and development opportunities for project participants and volunteers.
- Deliver training to project participants and volunteers to assist their personal development and support their peer work / volunteering activity.
- Support the Peer Workers to provide ongoing support and supervision to volunteers.

### **Co-production**

- Support peer involvement in the design and delivery of project work.
- Establish and maintain positive working relationships with project participants, colleagues and partner agencies.
- Keep lived experience of recovery at the centre of project work.

### **Contribute to developing and delivering the Mental Health Team Plan**

- Maintain accurate records of attendances, outputs and outcomes to evidence work undertaken.
- Assist in evaluation and service improvement.
- Actively and constructively participate in team meetings and activities, contributing to shared team developments.
- Work with colleagues to ensure the team plan and its delivery reflects the needs of individuals, organisations and communities.

- Strive to achieve and maintain good practice at all times.

## **General**

- Be committed to the work of Dundee Volunteer and Voluntary Action, and promote team working.
- Work in accordance with the organisation's policies and procedures
- Promote and support partnership working
- Be aware of any areas of risk and advise on improvements
- Contribute to quality assurance, which will ensure compliance with existing quality systems such as EFQM and Good Governance Award.
- Undertake personal and professional development as required by the role

## **OTHER DUTIES**

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. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

## **CONDITIONS OF SERVICE**

- These are set out in the organisation's staff handbook.
- All staff meeting the qualifying criteria may join a defined contribution pension scheme provided by TPT Retirement Solutions.
- The organisation has an equal opportunities policy and seeks to be an equal opportunities employer.

**SALARY:** £21,330 - £23,700 pro rata (based on a FTE of 35 hrs)

**CONTRACT:** Fixed term for 1 year

**HOURS OF WORK:** 21 Hours per week, which may include evening and / or weekend working.

**ANNUAL LEAVE:** 21 days per annum on appointment increasing each year by 1 day to a maximum of 25 days, plus 6 public holidays, plus 5 days Christmas closedown (pro rata).

**TRAINING:** Staff may make application to pursue appropriate training

**JOB DESCRIPTIONS** are reviewed from time to time

## PERSON SPECIFICATION

This specification sets out the required essential and desirable qualities expected of the successful post holder.

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Relevant degree level qualification <b>or</b> a minimum of 5 years relevant practical experience.	Practical experience of the Third Sector and the environment in which it operates.
Demonstrates excellent verbal and written communication skills.	
Practical knowledge of recovery from problematic substance use, and peer recovery in particular.	
Experience of encouraging and motivating adults who have multiple barriers to employment.	Practical experience of co-production.
Experience of providing support and training.	
Experience of effective team working.	Experience of cross-sector collaborative working, and delivering in multi-agency partnerships.
Ability to plan, deliver, and evaluate work, with minimum supervision.	
Experience of producing accurate records of work including plans, meeting notes, and reports.	
IT literate – particularly in using Microsoft Office, e-mail, and the internet.	
Demonstrates personal commitment to equal opportunities. Displays honesty, integrity and a strong sense of ethics in all actions and decisions.	
Demonstrates confidence, enthusiasm, flexibility and creativity.	