**Hamilton Citizens Advice Bureau**

**Beacons Advice Project - Peer Support Worker**

**Job Description and Person Specification**

The Beacons Advice Project is funded by Scottish Government *Drugs Services – Improvement Fund* to test a new approach to advice provision. Working with the Beacons we will design and embed an advice service to meet the needs of individuals and families affected by drug and alcohol misuse and integrate advice within the whole systems approach to recovery.

**Main Duties**

Peer Support Workers will take an assertive outreach approach which will contribute to quicker access to the service for many; we know the importance and value of support from others who have had similar experiences can have positive effects on people accessing services.

Peer Workers will be willing and able to share their personal experience on an equal level that supports, empowers and brings hope to the people they partner with;

**The Peer Workers will provide:**

* Information about how CAB works and how an adviser may be able to help
* Support for people to engage with the adviser
* Practical assistance to gather information e.g. letters from DWP and health

practitioners

* Support and encouragement to complete any paperwork in advance of
* appointments
* Ongoing contact while advice/ casework is ongoing
* Support to engage / re-engage with health practitioners/ services
* Support to navigate and connect with appropriate services and community support
* Support to record and monitor action plan and outcomes of advice
* Encouragement /facilitated access to Beacons recovery activities

**Other Duties**

1. Work within Hamilton CAB policies and procedures – particularly confidentiality, data protection, case management, safeguarding and health & safety
2. Work within the Beacons policies, procedures and practice guidance
3. Build and maintain good working relationships with colleagues in Hamilton CAB and the Beacons
4. Develop good working knowledge of and relationships with local groups, organisations and practitioners
5. Contribute to gathering project information and social policy issues in order to inform local policy and service development.
6. Undertake induction and further training appropriate to your role. Maintain your personal competence level and develop your knowledge and skills;
7. Participate in team meetings, 1:1 meetings with your supervisor, Hamilton CAB training and other events.
8. Undertake any other work, consistent with the purpose of the post, as directed by the Team Leader / Chief Officer

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**PERSON SPECIFICATION**

**ESSENTIAL Criteria**

* Have relevant lived experience
* Good communication and interpersonal skills
* IT skills with experience of Microsoft Office software – word, outlook email and use of internet
* Ability to work in a holistic, person-centred way, encouraging and supporting self-management and recovery
* Ability to work under pressure, use your initiative and be a good team player
* Ability to work in a systematic manner with attention to detail
* Ability to be organised and plan ahead
* An ability to deal with people using our service and colleagues in a sensitive and professional manner
* Ability to travel /work throughout the four localities of South Lanarkshire
* Commitment to the principle of a person centred, volunteer led service
* Commitment to the aims of Hamilton CAB
* Commitment to CAB Equal Opportunities Policy
* Commitment to Beacons mission of working with individuals, families and the wider community, both those who have been directly or indirectly affected by substance use, walking alongside those with lived experience on their journey; understanding their past and working together to move forward, sustaining meaningful recovery for everyone

**DESIRABLE criteria**

* An understanding of Recovery Orientated Systems of Care
* Experience of supporting / working with others in recovery who have alcohol and/or drug issues
* SVQ 2 or SVQ3 Social Care
* Have knowledge of Scottish Government's “Rights, Respect and Recovery” strategy, specifically in relation to developing Recovery Orientated Systems of Care. (ROSC)
* Good working knowledge of the statutory and voluntary agencies in the area
* Awareness of local Alcohol and Drug Partnership strategy and services