

## Substance Misuse Officer

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**Department:** Jersey Probation and After Care Service

**Division:** Criminal Justice Team

**Reports to:** Probation Team Manager

**JE Ref:** NMIN1002

**Grade:** CS10                      **JE Date:** 09/11/2022

### Job purpose

The post holder provides an efficient and effective information, supervision and risk management service in relation to clients whose use of substances is linked to offending.

The post holder, who works between the Probation Service and Alcohol and Drug Service, will provide high intensity interventions to address dangerous substance use, polysubstance misuse, substance dependence and addiction. The post holder will be required to use interventions such as Cognitive Behavioural Therapy (CBT), Motivational interviewing and Person-Centred Counselling to clients who have a variety of psychological difficulties of moderate to severe complexity including co-morbid and trauma presentations.

The post holder will provide evidence-based treatment primarily for substance misuse and also for a wide range of psychological conditions to improve mental health and well-being in Jersey for children and adults. The post holder will be required to manage the risk, and at times be the primary case co-ordinator, to ensure that the child or adult is supported by relevant services to meet their needs.

### Job specific outcomes

1. Provide the Island's Courts, Prison and Parish Hall Enquiries with detailed and accurate reports and assessments about offenders in order to assist and inform the sentencing process and release from custody assessments and treatment options. This involves the use of accredited assessment tools.
2. Contribute to the generic functions of the probation service team to include, working as a duty Officer, attending Magistrates and Youth Court, offering support and advice to concerned professionals, responding to service users and parents, gathering and sharing information with partner agencies, undertaking home visits where necessary.
3. Supervise offenders, both within community and custodial settings, for whom use of substances has contributed to offending behaviour, to promote the concepts of rehabilitation, harm reduction, safeguarding and public protection. This involves assessment, formulating a case plan with the client, implementing interventions, reviewing and evaluating the impact of work undertaken.
4. Provide individual and group interventions within the Prison and community settings with a focus on building emotional coping skills, reducing harm, and strategies for relapse

prevention. This is to allow clients to explore their relationship with substances, reflect on the implications of their use and support them in adopting harm reduction strategies

- 5 Exercise the required degree of monitoring and enforcement in relation to compliance with court orders, including responses to treatment designed to address substance misuse challenges.
- 6 Represent the Probation and Alcohol and Drug Services in a range of multi-agency meetings designed to promote social inclusion, the safeguarding of vulnerable people and the effective supervision of offenders who pose a risk to others. These fora include the Jersey Multi Agency Public Protection Arrangements (JMAPP) and child safeguarding meetings.
- 7 To work as part of a multi-disciplinary community Alcohol & Drug service which provides clinic based outpatient services, outreach and liaison to support integrated practice and seamless service delivery for clients. To work as an autonomous professional within relevant professional guidelines (e.g., BACP), policies and procedures of the service.
- 8 Develop and implement a high-quality service of psychological therapies, including Dialectical Behaviour Therapy (DBT) that offer high intensity, evidence-based therapies appropriate to the psychological difficulty presented, including interventions for alcohol/substance use disorders, in order to improve mental health and wellbeing, increase the opportunities for community inclusion and reduce risk of reoffending.
- 9 Keep coherent records of all activity and accurate collation of data, including the results of clinical audits of service performance and service user surveys and evaluations, to ensure all requirements relating to data collection are carried out in line with service protocols.
- 10 Educate professionals, stakeholders and other services about evidence-based therapies for substance misuse and the remit of the service.

#### Statutory responsibilities

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

#### Organisational structure



## Person Specification

### Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> Please state the level of education and professional qualifications and / or specific occupational training required.</p>	<ul style="list-style-type: none"> <li>-Degree in nursing or social work</li> <li>-BACP registered counsellor or relevant equivalent registration</li> <li>-Diploma in counselling or another evidence-based therapy to postgraduate diploma level</li> <li>-Relevant training/qualification(s) in the specialist area of substance misuse</li> <li>-Evidence of relevant continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>-Qualification in Dialectical Behavioural Therapy (DBT)</li> </ul>

<p><b>Knowledge</b> This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</p>	<ul style="list-style-type: none"> <li>-Advanced clinical knowledge and skills in the speciality area underpinned by theory and experience</li> <li>-Active engagement in clinical supervision</li> <li>-Be able to practice effectively within their scope</li> <li>-Candidates must display expert level of knowledge and experience of risk management required to underpin the delivery of safe client care and public protection including trauma informed practice</li> <li>-The post requires a strong, confident and resilient decision maker, often having to communicate unpopular decisions and advice in the best interests of the client</li> <li>-Specific specialist related knowledge such as Cognitive Behaviour Therapy, Dialectical Behaviour Therapy, working with change resistant drinkers and knowledge in trauma informed practice</li> <li>Knowledge of applied pharmacology, evidence-based practice, public health and health promotion</li> <li>-Experience of designing and delivering training to clients and colleagues at all levels</li> <li>-Emergency first aid training qualification to ensure the safety of colleagues, clients, and visitors in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>-Certificate in opiate overdose recognition and Prenoxad (Naloxone) administration</li> </ul>
<p><b>Technical/work based skills</b> This relates to the skills specific to the</p>	<ul style="list-style-type: none"> <li>-Proficient in keyboard skills, knowledge of MS office suite</li> </ul>	<ul style="list-style-type: none"> <li>-The ability to speak languages such as Polish, Portuguese, French</li> </ul>

<p>job, e.g. language fluency, vehicle</p>	<p>and ability to use / learn to use existing computer system</p> <ul style="list-style-type: none"> <li>-Driving licence</li> <li>-Ability to present to and educate fellow professionals</li> <li>-Effective communicator, must be able to adapt approach to young people, parents and other professionals</li> <li>-Must be able to clients of all ages, including their families.</li> <li>-Ability to use electronic safety systems essential for lone working</li> </ul>	
<p><b>General skills/Attributes</b> This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</p>	<ul style="list-style-type: none"> <li>-High level of written and verbal communication, oral communication skills including good persuasion and motivation techniques</li> <li>-Organisation and negotiation skills</li> <li>-Ability to work autonomously yet as part of a wider team</li> <li>-Ability to advise other professionals on the management of the complex needs of clients who are substance dependent</li> <li>-Ability to attend risk and care planning meetings to ensure the best outcome for clients whilst considering public protection</li> <li>-Ability to operate strategically to contribute towards departmental and organisational objectives</li> <li>-Ability to represent the Probation Service at strategic planning meetings in the Prison and within other Government departments</li> </ul>	

	<p>-Ability to contribute to the Government Alcohol and Drug strategy by liaising with senior policy officers to contribute and devise objectives</p>	
<p><b><i>Experience</i></b> This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</p>	<p>-4 years post qualifying experience to include an area of speciality</p> <p>-Developed experience over a period of several years undertaking comprehensive physical, psychological and behavioural assessments of clients, incorporating history taking, clinical decision making, care planning and risk management</p> <p>-Experience of working in the specialist area of mental health and substance misuse, supporting clients in both inpatient and community settings</p> <p>-Managing a caseload of individuals with complex mental health problems, trauma presentations and substance misuse</p> <p>-Must have experience working with individuals who have experienced trauma and be able to manage risks in an empathetic and validating manner</p> <p>-Experience of management of alcohol and other substance difficulties including home visits for support where necessary</p> <p>-Able to conduct reflective practice and participation in clinical supervision</p> <p>-Experience of undertaking or contributing to research / audit</p>	

<p><b><i>Criteria relating to safeguarding</i></b></p> <p>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</p>	<ul style="list-style-type: none"> <li>-Awareness of risk factors relating to self-harm, suicide, abuse, exploitation and substance misuse within vulnerable populations</li> <li>-Required to complete MASH and adult safeguarding referrals where needed and appropriate</li> <li>-Required to attend and contribute to Children’s Service and Adult Social Care Meetings</li> <li>-Maintain up to date with mandatory safeguard training and awareness of safeguard procedures and protocols for adults and children</li> </ul>	
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