JOB DESCRIPTION

Job Title: Relief Support Worker

Location: Carlisle House Substance Use Treatment Centre

Council: Social Witness, Specialist Services

Salary Scale: £13.24 per hour

Hours: As and when required - evenings & weekend day shifts (sleep-in duties required)

Responsible to: Director of Carlisle House

MAIN FUNCTION OF JOB

Support Workers provide a support service to the Therapeutic Treatment Programme, in order to ensure that a safe and therapeutic environment is maintained. The role is to offer support and care by facilitating open and collaborative conversations that can assist Service Users in their discovery of alternative solutions to substance misuse difficulties.

RESPONSIBILITIES AND DUTIES

1. To promote a safe environment for service users, adhering to the appropriate policies.
2. To encourage and support residents to engage in recreational and therapeutic activities.
3. To work within an Integrative Systemic / Collaborative approach when engaging with Service users
4. To receive, record and administer medication as per Carlisle House policy.
5. To answer “advice and support” telephone calls, and refer as appropriate.
6. To assist in the implementation of Health and Safety Policies and Procedures.
7. To accompany services users to external appointments and activities when requested and appropriate
8. To assist service users in accessing information and services in relation to employment, education, training, and welfare
9. To assist in alcohol and drug testing procedures in accordance with Carlisle House policy.
10. To maintain appropriate electronic and manual records in accordance with policies and procedures.
11. To maintain confidentiality in accordance with policy and procedures.
12. To attend staff meetings when appropriate, and to promote good working relationships with colleagues and other professionals.

13. To participate in mandatory training as required.
14. To fulfil the role of person-in-charge as stated on the rota, following successful completion of probationary period.
15. To be willing to work within the Christian ethos of the Presbyterian Church in Ireland and the ethos Carlisle House i.e. respect, acceptance and compassion.
16. To be available for sleep-in duties as required by the rota.
17. Any other relevant duties associated with the post.