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Dear Applicant,

Enclosed are the application form and job details, which you requested. Please complete the application form as fully as possible and return it to The Matthew Project by **4pm on Friday 23<sup>rd</sup> July 2010**.

Before you complete the application form you should read the following information:

1. Your application form is very important because it is the only basis on which we decide whether or not to interview you. **We do not accept CVs.**
2. The spaces provided in the form should be adequate for you to present a concise application. If, however, you feel it is essential to continue on a separate sheet, attach it firmly to the main part of the form indicating clearly the part of the form or question that it relates to.
3. Please use black ink or black typescript so that it can be photocopied.
4. The Matthew Project is an equal opportunities employer. Our main aim is to ensure that no applicant or employee is unfairly treated. To help us monitor the effectiveness of our policy commitment, and how well we are meeting our legal responsibilities, all applicants are asked to complete the attached equal opportunities monitoring form. This form is not shown to selectors; the Business Manager retains it and the data used for monitoring purposes only.
5. Providing incorrect information or deliberately omitting any relevant facts on the application form could result in either disqualification from the selection process or, where the discovery is made after an appointment, in dismissal. We may wish to check any of the details you have given.
6. **It is very important that you check that you have used the correct postage taking account of the regulations on size and thickness of envelopes. Insufficient postage may cause your application to miss the closing date; this has happened in a number of cases. We cannot consider applications received after the closing date.**

Unfortunately, due to the rising cost of recruitment and our efforts to direct our funds towards service provision wherever possible, we have decided that it is no longer practical to write to unsuccessful applicants. If, therefore, you have not received a reply within 4 weeks of the published closing date you should assume that you have been unsuccessful in your application. We hope that you will recognise that this is a practical necessity rather than a discourtesy on our part. We would like to take this opportunity to thank you for your interest in this post.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'CS' or similar initials, written in a cursive style.

Claire Stone  
Business Manager

## **Suffolk Young People's Substance Misuse Service Job Description**

<b>Organisation:</b>	The Matthew Project
<b>Job Title:</b>	Young People's Criminal Justice Worker (Targeted & Specialist)
<b>Salary:</b>	£17,964 to £20,305
<b>Hours:</b>	37 per week. Some evening and weekend work will be required.
<b>Line Manager:</b>	Team Manager/Some delegated duties to Youth Offending Service (YOS) Manager
<b>Location:</b>	Based with YOS at either Lowestoft, Ipswich or Bury

### **Job Outline**

1. This post forms a key role within the Matthew Project's Integrated Substance Misuse Service for young people under the age of 19 in Suffolk.
2. The aim of the post is to provide specialist substance misuse assessments and interventions to the Youth Offending Service and to provide a consultancy service to YOS workers.
3. This post involves working with young people who have offending histories and will include the identification, engagement, screening and assessment of young people vulnerable to substance misuse, ensuring that they receive and/or have access to services designed to address their use of drugs and alcohol and the wider issues surrounding substance use and offending.
4. The post involves travelling to appointments across urban and rural areas of Suffolk so the post holder must have a full, valid driving licence and access to a vehicle.

### **Purpose and Scope**

1. To assess the substance misuse needs of young people who have an offending history and who have been referred to the Youth Offending Service.
2. Within the YOS, to promote and make accessible drug and alcohol information, advice and support to young people, their families and professionals who are providing services to young people.
3. To undertake work with individuals, families and groups in relation to the YOS aimed at raising awareness of substance related issues with young people, with a focus on those identified as being at risk of misusing drugs and alcohol.
4. To work in an integrated and cooperative way both within the YOS team and the Under 19 team and with other agencies to effectively meet the needs of young people.
5. To provide relevant substance misuse interventions and support to young offenders to enable them to stop using drugs and reduce and stop offending
6. To engage with families and carers to provide support and family system based approaches.

### **Organisational Relationship**

The Matthew Project and Trust Alcohol and Drug Service (TADS) will work in partnership to deliver the Suffolk Young People's Substance Misuse Service. The Matthew Project will be the lead agency with the Service Manager having overall accountability for the provision of the service and will be responsible for the day to day management of some of the workers; other workers will be supervised by the Lead Young People's Substance Misuse Worker.

The Clinical Lead from TADS will be responsible for the professional development and clinical supervision of the nurse(s) within the service. It is expected that some day to day direction and management tasks of Young people's Criminal Justice Workers will be delegated to appropriate YOS managers but receive specialist substance misuse and case supervision from the Team Manager or Senior Practitioner.

### **Principal Duties and Responsibilities**

1. To undertake a variety of substance misuse assessments acknowledging risk and linked criminogenic factors on all referred young people within a determined time frame.
2. To provide consultation to YOS case managers and contribute to intervention plans in relation to high risk substance misusing young people attending appropriate case meetings.
3. Provide an effective link between YOS, Under 19 and other substance misuse agencies in Suffolk.
4. In partnership with YOS, to identify and engage with young people individually and in groups, including those who are vulnerable and excluded from mainstream services, and to ensure that they have access to appropriate substance misuse advice, education and support.
5. To provide formal and informal education and prevention in targeted settings and specialist settings.
6. To provide and review individual care planned psychosocial interventions for young people using evidence based psychological, psychotherapeutic, counselling and counselling based techniques to encourage behavioural and emotional change and to enhance coping skills, including the use of brief interventions, motivational interviewing techniques, cognitive behavioural therapy, humanistic, person centred and interpersonal therapies and creative therapies.
7. To provide interventions using evidence based psychosocial methods to support family members to manage the impact of a young person's substance misuse, and enable them to better support the young person in their family.
8. To work closely with other members of the team including the nurse to ensure that young people's needs are met as seamlessly as possible.
9. To work cooperatively with other agencies and to refer on to other specialist services (including Children's Services and Child and Adolescent Mental Health Services).
10. To ensure up to date risk assessments are conducted and to follow relevant procedures, mechanisms e.g. Guardian and training to reduce and manage risk.
11. To undertake visits to appropriate criminal justice settings, including secure estates, to engage with young people who may be leaving and require after care plans.
12. To ensure that young people ending their treatment have an effective aftercare plan and to provide a planned reintegration process.
13. To work to all procedures and guidelines developed within the service itself, the YOS and within The Matthew Project including the use of the Common Assessment Framework. This will include cooperating with the requirements of specific Orders imposed by Courts.
14. To collect relevant data and complete all necessary paperwork associated with the service including referral and assessment forms, NDTMS data and any other administrative paperwork (e.g. time sheets, expenses etc.)
15. To undertake training and provide out-of-hours cover for The Matthew Project telephone help-line, on a rota basis, as required.

16. To take part in regular supervision, appraisal and team meetings as well as other multi-agency meetings and forums as specified.
17. To take part in training and personal and professional development opportunities identified through supervision, appraisal and meetings.
18. To undertake other duties and responsibilities commensurate with the post as required by the Senior Practitioner, the Service Manager or the YOS manager with some delegated management responsibilities based on a partnership agreement.
19. Contribute to the collection and collation of data to inform practice and provide evaluation information to meet the internal and external monitoring requirements of the National Treatment Agency, Suffolk DAAT, YOS and any other appropriate requirements.

## **DANOS**

The Drug and Alcohol National Occupation Standards (DANOS) are a standard that relates to what competent people in the drugs and alcohol sector are expected to be able to do and know. The key thing is about being competent in the areas of DANOS that are relevant to your role. These help to identify skills and experience that are essential or helpful for the worker's role and help with identifying competent workers and training needs. The extent to which you need to have competence in these areas will depend on your job role. The units that relate to this post are as follows:

<b>DANOS Unit No.</b>	<b>Description</b>
AA1	Recognise indications of substance misuse and refer individuals to specialists.
AA2	Establish, sustain and disengage from relationships with individuals
AA3	Enable individuals to find out about and use services and facilities.
AA4	Promote people's equality, diversity and rights.
AA5	Interact with individuals using telecommunications
AB1	Support individuals when they are distressed.
AB2	Support individuals who are substance users.
AB3	Contribute to the prevention and management of abusive and aggressive behaviour.
AB4	Contribute to the protection of individuals from abuse.
AB5	Assess and act upon immediate risk of danger to substance users.
AB6	Support individuals with difficult or potentially difficult relationships.
AB7	Provide services to those affected by someone else's substance use.
AC1	Develop your own knowledge and practice.
AC2	Make use of supervision.
AC3	Contribute to the development of the knowledge and practice of others.
AC4	Support and challenge workers on specific aspects of their practice.
AD1	Raise awareness about substances, their use and effects.
AD2	Facilitate learning through presentations and activities.
AD3	Facilitate group learning.
AD4	Develop and disseminate information and advice about substance use, health and social well-being.
AF1	Carry out screening and referral assessment.
AF2	Carry out assessment to identify and prioritise needs.
AF3	Carry out comprehensive substance misuse assessment.
AG1	Plan and agree service responses, which meet individuals' identified needs and circumstances.
AG2	Contribute to the development, provision and review of care programmes.
AG3	Assist in the transfer of individuals between agencies and services.
AH3	Supply and exchange injecting equipment for individuals.
AH4	Support individuals in undertaking health care.
AI2	Help individuals address their substance use through an action plan.
AJ1	Help individuals address their offending behaviour.
AJ2	Enable individuals to change their offending behaviour.
AK1	Assist individuals to explore future employment, training and education opportunities.
AK2	Assist individuals to plan for future employment, training and education.
AK4	Enable individuals to access housing and accommodation.
AK4	Enable individuals to administer their financial affairs.
BD3	Ensure own actions reduce risks to health and safety.
BI1	Develop productive working relationships.

## Suffolk Young People's Substance Misuse Service

### Person Specification

#### Young People's Criminal Justice Worker (Targeted & Specialist)

#### Qualifications and Knowledge

1.	Relevant professional/vocational qualification or relevant experience and willingness to train	<b>Essential</b>
2.	Knowledge and understanding of current practice in the field of youth work	<b>Essential</b>
3.	Understanding of the issues facing young people in relation to substance use	<b>Essential</b>
4.	Knowledge of substance use, drug education and prevention	Desirable
5.	Understanding of issues involved when working within a multi-agency context	Desirable
6.	Awareness of good professional boundaries, particularly in relation to working with young people	<b>Essential</b>

#### Experience

1.	Experience of working directly with young people	<b>Essential</b>
2.	Experience of providing outreach services	Desirable
3.	Experience of working across agency boundaries	Desirable
4.	Experience of working in community youth work context	Desirable
5.	Experience of working as a part of a multi-disciplinary setting	Desirable
6.	Experience of working in the field of substance use/misuse	Desirable

#### Skills

1.	Excellent interpersonal skills, with the ability to communicate effectively at all levels	<b>Essential</b>
2.	Facilitation and presentation skills	Desirable
3.	Proven ability to work as an effective team member	<b>Essential</b>
4.	Ability to prioritise, plan and manage workload under own initiative, independently and under pressure	<b>Essential</b>
5.	Good literacy, numerical and analytical skills	<b>Essential</b>
6.	Good time management in a professional setting.	<b>Essential</b>
7.	Good awareness and use of I.T.	<b>Essential</b>
8.	Full current driving licence and access to a vehicle	<b>Essential</b>

#### Personal Qualities

1.	Adaptable and flexible	<b>Essential</b>
2.	Positive attitude towards personal development and training.	<b>Essential</b>
3.	Understanding and accepting attitude in respect of young people.	<b>Essential</b>
4.	An understanding of and commitment to the promotion of equal opportunities with particular regard to the rights of young people.	<b>Essential</b>
5.	Commitment to ethos of organisation	<b>Essential</b>

## The Matthew Project

The Matthew Project is a charity working with adults, young people and communities with drug and alcohol related issues and providing innovative drug education to young people helping them to understand the risks of drugs and alcohol. We want young people to know the facts to empower them to make more informed choices. The name 'Matthew' means 'the gift of God' and came from the Christian founders of the Project who wished to show care and compassion to young people.

Through the Matthew Project's many services, clients receive advice, information, counselling, support, care and education. We are committed to working in confidence, unconditionally and without discrimination of any sort.

The Matthew Project has workers based throughout Norfolk in Thetford, Kings Lynn, North Norfolk, Great Yarmouth and Norwich and we work in rural and urban areas. Our most recent developments are in Suffolk. Our work takes place in a variety of settings including schools, youth venues, police stations, courts and at our own premises.

We work with the user but also worried parents, carers and young people whose parents use drugs of alcohol.

There are eight teams within The Matthew Project:

<b>Youth Team</b>	providing dynamic drug and alcohol education in outreach settings using the Voicebox Caravan
<b>Under18 Team</b>	supporting vulnerable young people with drug and alcohol issues and young people affected by their parents' or carers' use of drugs and/or alcohol
<b>Suffolk Young People's Service (from Oct 2010)</b>	supporting vulnerable young people (under 19) with drug and alcohol issues
<b>Norwich Substance Misuse Team</b>	support, practical advice and counselling to users, carers and parents
<b>Criminal Justice Team</b>	working in police stations, courts breaking the cycle between drug use and crime
<b>Adult Substance Misuse Team - Thetford</b>	Providing support, advice and information to adults with issues around drugs and alcohol
<b>North Norfolk Team</b>	providing a multi agency base for adult support and advice
<b>Administration</b>	looks after the finance, human resources and administration of the project

### **The Matthew Project provides:**

- Free 'no-strings-attached' help for people with a drug or alcohol problems.
- Honest, accurate and appropriate information about drugs and drug misuse
- Support for parents and families of drug or alcohol users.

- A 24/7 telephone helpline for everyone within Norfolk who need support or have questions on drugs and alcohol.
- Dynamic education so young people understand the risks of drugs and alcohol

**Vision and Mission:**

The Matthew Project works with young people, adults and communities affected by drug and alcohol to enable them to reduce the harm caused by these substances.

Our purpose as a charity is to enable people to make more informed choices concerning their physical, emotional, mental and spiritual well-being, in a way which reflects our belief in unconditional acceptance in order to:

- Actively empower individuals
- Encourage their sense of self worth
- Help them realise their full potential
- Appropriate and feasible feedback and sustained contact with other professionals

The Matthew Project is a value driven organisation, believing in no compromise on hope for the change in people's lives no matter what their situation. We pride ourselves on our ethos and values of compassion, care, creativity and integrity in all areas of work. Our inspiration and values originate from our Christian origins but we welcome all who share these values and want to make a difference to people who need help.

The Matthew Project is increasingly known for its quality, reliability and innovation. The environment in which we work is becoming increasingly competitive and we wish to be 'leaders' in what we do

**Who we work with:**

Our clients are from all walks of life and include, mothers, teenagers, people who are homeless, children whose parents have a dependency and professionals. Our clients are from all social backgrounds.

We work with the person with a drug or alcohol dependency but also worried parents, relatives and friends. We receive helpline calls from the people of all ages from young teenagers to the elderly.

## **Suffolk Young People's Specialist Substance Misuse Treatment Service**

The Matthew Project will provide a high quality professional integrated substance misuse service for young people across rural and urban areas of Suffolk. This specialist service will be provided within the context of Suffolk Integrated Youth Support and support the principles that:

***All young people are entitled to enjoy their youth, achieve their potential, be healthy, be safe from harm, be able to contribute to their community and be ready for success in their future life.***

The clinical aspects of the service will be managed by the Norfolk and Waveney Mental Health Care Foundation Trust Alcohol and Drug Service (TADS). Building on many years of experience, knowledge and expertise of both launching and providing county wide young people's work, The Matthew Project will provide a systematic approach of evidence based targeted and specialist interventions within one service. It will invest in the continued development of a skilled workforce who will provide an accessible and cohesive young person and family focused approaches to substance misuse service.

The service will use DUST, specialist substance misuse assessments and the Common Assessment Framework (CAF) as key tools for meeting a young person's needs in Suffolk. A comprehensive system of performance management will be used in order to enable young people to have their best chance of achieving the five "Every Child Matters" outcomes. Interventions for young people attending the Youth Offending Service (YOS) and crime reduction will be a key aspect of the service and three workers will be based in YOS venues in Ipswich, Bury and Lowestoft.

Young people and families will be able to access advice and support 24 hours a day through a single point of contact and will receive substance misuse structured support through outreach from geographically based workers at young people friendly venues in Ipswich, Lowestoft and Bury. This will be based on a care planned and partnership approach including medical, psychosocial or specialist harm reduction interventions aimed at alleviating current harm caused by a young person's substance misuse.

We will work within the challenges of an uncertain funding climate to ensure a flexible and sustained service and will also bring extra value to the Suffolk Young People's Specialist Substance Misuse Service.

Motivated, skilled and workers that genuinely want to make a difference are key to the success of the service. Employees report a very high satisfaction rate with The Matthew Project. As an agency we seek to employ the best workers possible and in return for hard work and commitment, The Matthew Project invests heavily in its workforce both in training and in support.