

Substance Misuse Officer - Girls and Young Women Lead

- **Service area:** Children' Services
- **Grade:** SO2
- **Reports to:** YCSMAS Coordinator/Deputy Team Manager
- **Your team:** Youth Counselling, Substance Misuse and Alcohol Service

Our mission

We are determined to create a more equal Islington, where everyone who lives here has an equal chance to thrive.

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

[Watch our video](#) to hear more about our mission and how you can help us achieve it from the Leader of the Council, Cllr Kaya Comer-Schwartz.

Key responsibilities

- To provide outreach substance misuse interventions to young people aged 12-21 years in the London Borough of Islington.
- To manage a caseload of young people, acting as substance misuse care coordinator/lead practitioner, to identify needs and deliver care and/or treatment plans.
- To provide a service to referred young people which will include comprehensive assessments, one to one sessions, group work and referrals to health and social care agencies and other relevant agencies as required.
- To deliver of advice, information and training to young people, their families and other professionals, including work in Islington schools.

Duties and responsibilities

- To work proactively in providing outreach substance misuse services to vulnerable young people in the borough, and work as part of a team of young people's substance misuse workers.
- To provide training, information, advice and guidance to the parents/ carers and staff who work with vulnerable young people, ensuring that the needs of young drug and alcohol users are recognised and understood
- To undertake accurate and timely assessments using the range of agreed assessment tools, with young people and their families, and other professionals where appropriate, to identify substance related needs and develop appropriate care and/or treatment plans.
- To hold a case load of up to 16 individual young people at any given time (tier 2, tier 3 and groupwork sessions)
- To keep accurate and up to date records of work undertaken, care plans, decisions made, actions taken, and outcomes achieved; providing case studies and reports as required by managers.
- To work directly with young people on an individual or group work basis to offer harm minimisation interventions, advice, support, and treatment to young people around substance misuse.
- To recognise the professional duty of care to protect where service users present a risk to themselves or others, and to comply with statutory requirements regarding child protection including the Children Act 1989 and Hidden Harm guidelines.
- To understand issues of confidentiality and consent in relation to young people.
- Support the YCSMAS Team Manager to ensure delivery of targets, contracts and commissioned pieces of work with young people
- To attend, contribute to and record multi-agency meetings such as Early Intervention Panels, Team around the Child and Team around the Family; and ensure actions agreed are acted upon and reviewed for effectiveness.
- To form and maintain appropriate professional boundaries with young people, staff and volunteers.
- To advocate and promote YCSMAS, IYPDAS and TYS Youth Counselling throughout the borough of Islington
- Attend regular supervision sessions and appraisal in accordance with the Council's policies.
- Take responsibility for own learning and development.
- To deputise for the YCSMAS Team Manager when necessary.

- To undertake other duties commensurate to the grade of the post.

Additional

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To carry out duties and responsibilities in accordance with the council's commitment to customer service excellence and ensure compliance with the customer care standards.
- To be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out.
- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- To carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- To always carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

Compliance

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

Work style

Flexible/Frontline Role

Person specification

You should demonstrate on your application form how you meet the criteria. Please ensure you address all the criteria as this will be used to assess your suitability for the post.

Essential criteria

Qualifications

Essential criteria	Criteria description	Assessed by
E1	A relevant vocational qualification at NVQ level 3 or higher and/ or post-qualifying experience in a fieldwork setting	Application/ Interview

Experience

Essential criteria	Criteria description	Assessed by
E2	Experience of working with young people and their families, managing risk and vulnerability in multi-racial inner-city settings, and undertaking complex substance misuse assessments, plans and reviews.	Application/ Interview
E3	Experience of working effectively with other professionals to safeguard young people, particularly those who present with risk issues and challenging behaviour. This will include experience of delivering short-term focused substance misuse interventions and experience of running group work sessions.	Application/ Interview

Skills

Essential criteria	Criteria description	Assessed by
E4	Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people and/or vulnerable adults.	Application/ Interview
E5	Knowledge of relevant legislation, national standards, policy, practice and current issues related to young people, substance misuse, youth justice, crime and antisocial behaviour.	Application/ Interview

Essential criteria	Criteria description	Assessed by
E6	Understanding of the issues that impact on the lives of young people, particularly vulnerable and disadvantaged groups, and have a good knowledge of the risk and protection factors that impact on substance misuse including parental use and Hidden Harm.	Application/ Interview
E7	Able to form and maintain appropriate professional relationships and boundaries with young people and families	Application/ Interview
E8	Knowledge and understanding of the range of interventions applied to children and young people to assist in facilitating changes in their lives.	Application/ Interview
E9	Ability and a willingness to take appropriate evidence-based decisions about children in complex cases and an ability to work independently.	Application/ Interview
E10	Demonstrates an understanding of how substance use/misuse affects children and young people, their families/carers and the wider community.	Application/ Test
E11	Ability to devise and implement training programmes for professionals	Application/ Interview
E12	Ability to work flexibly to meet the needs of young people including evenings, weekends and residential opportunities	Application/ Interview
E13	Strong communication skills: verbal and written	Application/ Interview
E14	Able to involve parents in interventions, to improve outcomes for young people	Application/ Test
E15	Able to manage time well and undertake a range of administrative tasks required of the post	Application/ Interview

Essential criteria	Criteria description	Assessed by
E16	Able to use ICT to good effect	Application/ Test

Special requirements of the post

Essential criteria	Criteria description	Assessed by
E17	Ability to adhere to the Council's Dignity for All policy.	
E18	This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service	

Our accreditations

Our accreditations include: the Healthy Workplace award; Timewise; London Living Wage Employer; Disability Confident Committed; The Mayor's Good Work Standard; Stonewall Diversity Champion; and Time to Change.

