

LAMPTON COURT

JOB TITLE: Support/Link Worker (including Part-time and Bank Staff)

REPORTS TO: Head of Services

JOB DESCRIPTION

Duties:

- To deliver the policies and procedures of the Company to the service users in accordance with the ethos and Statement of Purpose thereby ensuring quality of care to the service users.
- To provide, on a 24 hour rostered shift basis, general support and treatment team links to adults undergoing residential therapy for substance misuse.
- To assist service users in their personal development as specified in the individual care plans.
- To assist, supervise, support and/or interact with all service users in their day-to-day activities.
- To carry out administrative duties on behalf of the Company as directed.
- To effectively and professionally communicate and liaise with external agencies and professionals.
- To provide ongoing feedback in both verbal and written communication on service users progress to their counsellors.
- To provide regular information for monitoring and evaluation purposes.
- To maintain records according to agreed systems, policies and procedures.
- To test for ongoing or subsequent substance abuse by individual service users. To test and maintain appropriate records for service users with regards to legal requirements (DTTO).
- To operate designated company vehicles for the transportation of service users or other company needs.

- To undergo training as required to effect the professional compliance of the post.
- To administer prescriptive and non-prescriptive medication as directed by our RMN and/or GP/Head of Care.

Secondary Duties:

- Health and Safety awareness – assist in clients personal requirements i.e. Doctor/Dentist if so required.
- Any other duties that may be required by the Company in order to fulfil its professional obligations.