

Role Description



Job Title	Recovery Officer
Service	STARS (Supporting Treatment Accommodation and Recovery in Suffolk)
Responsible to	Operational Co-ordinator
Reporting Roles	Not applicable
Purpose	To deliver support to the STARS Service
Base	Lowestoft, Suffolk
Starting Salary	£22,854
Working Hours	Full time

Job Overview

The primary purpose of the Recovery Officer role is to work with individuals who are engaged with recovery services and need to be accommodated within the properties managed by ACT to make positive change and support the Service Users to engage in recovery services, gain life skills and meet their goal to move on towards abstinence and independent living.

Clients are identified and referred through the Turning Point Hubs in Ipswich and Lowestoft and supported by us for a period of up to 24 months, by which time they will have developed the skills, confidence and resilience required to move on to their own independent accommodation. We do this by working with them on their own individual support plan, assisting them to meet their ambitions in areas such as health, budgeting, training and employment.

Responsibilities and Duties

- Void management and ensuring referrals and assessments are dealt with efficiently.
- Providing support to Clients bringing about positive change and reduce and eradicate substance abuse behavior.
- Providing flexible support using an asset based approach - this recognises the strengths of individuals and supports them to build upon these.
- Ensuring that support is delivered in a way that empowers Clients to take ownership of their lives.
- Liaising with relevant outside agencies in order to meet the needs of the Clients and increase the options available to them in moving on.
- Collecting rent and service charge payments from residents in line with their License agreement.

Skills, qualifications, knowledge and understanding required

Knowledge of the following would be beneficial:

- Void Management
- Referrals and Assessments
- Support planning
- Tenancy/license issues
- Risk assessment and risk management
- Diverse and complex issues that affect individuals in recovery
- An ability to work in a solution focused way
- Ability to challenge and change entrenched patterns of behaviour

- Ability to work within clear Professional Boundaries

Additional requirements

- Must have a full driving license and access to own transport as travel around the county will be involved.