



**The Chapel Gym, Elizabeth Street, Corby, NN17 1TU.
Registered Charity no. 1185403**

Job Title:	Recovery Worker
Internal Working Relationships:	Recovery Team Manager, Chapel Gym Trustees, Chapel Gym Manager, Chapel Gym Staff and Volunteers, Chapel Homes Empowerment Worker
External Working Relationships:	Service users
Line Manager	Recovery Team Worker
Word Base	The Chapel Gym
Pay	£13.00 per hour
Hours:	12 Hours per week
Contract	12 Months

1. Job Purpose

To enable members to achieve their recovery capital by providing support and direction as and when required.

2. Main Tasks

- Help to create an environment in which individuals can attain recovery capital;
- To support the day to day running of the service, undertaking any such tasks assigned, relating to any member;
- Support individual members as required;
- Organise and facilitate daily and weekly activities/groups for members;
- Manage safeguarding and risk matters with the Safeguarding Lead;
- Work and engage with a range of different organisations;
- Design, deliver and monitor care or training programmes;
- Motivate members to consider healthcare, housing, treatment, life skills and life planning;



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- Communicate effectively and professionally with members and colleagues at all times, in a person-centred, non-judgemental way;
- Complete administrative duties as required, including maintaining
- Keep records for each individual that identifies progress against goals and areas requiring additional input.
- Support the effective delivery of the drop-in service, engaging members in a welcoming, safe and recovery-focused environment and responding to their immediate needs.
- Assist with the onboarding of new members, including supporting referral processes, welcoming individuals into the service and helping them to engage with appropriate activities and support.
- Work with individuals who have complex needs, providing appropriate support and escalating concerns to the Recovery Team Manager where required.
- Support outreach activities where required, helping to engage new members and promote the service within the local community and partner organisations.
- Undertake additional administrative responsibilities where required, including supporting communication, social media activity and general service promotion.
- Provide support to fundraising activities where required, including assisting with events and helping to promote the service within the community.
- Support routine health and safety checks as required, including assisting with monitoring areas such as emergency lighting, fire safety and COSHH, and reporting any concerns in line with organisational procedures.

3. Key Objectives

- Reflect on and develop your own practice through professional development;
- Communicate and engage with vulnerable people in a non-judgemental way;
- Understand how to support members through life changes;
- Understand the importance of sharing knowledge and information;
- Understand substance misuse issues and their impact on individuals and society

4. All Staff Responsibilities

- Observe all health and safety regulations to ensure a safe working environment for you and your colleagues at all times;
- Ensure members personal information is managed within GDPR guidelines at all times and that you maintain up to date GDPR knowledge throughout your employment at The Chapel Gym;
- Work in a way that ensures that the service is delivered in compliance with relevant legislation, Chapel Gym values, policies, practices and contractual requirements;
- Deliver services in a way that promotes dignity, respect and fairness for all individuals, ensuring compliance with relevant legislation and organisational policies. All staff are expected to work in a way that is consistent with the Christian ethos and values of Chapel Gym, demonstrating compassion, integrity and respect in all interactions.
- Be committed to safeguarding and promoting the welfare of all members and service users, working in line with Chapel Gym safeguarding policies and procedures at all times.

5. General

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. It is not an exhaustive list of responsibilities.



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In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.



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Essential

Desired

Character:

Compassionate, approachable and non-judgemental in working with vulnerable individuals

Friendly, reliable and able to build positive relationships with members and colleagues
Able to work both independently and as part of a team

Demonstrates integrity and maintains confidentiality at all times

Comfortable working within a Christian environment and supportive of the ethos and values of Chapel Gym

Skills:

Good communication and interpersonal skills

Ability to support outreach or community engagement activities

Ability to engage and motivate individuals in a person-centred way

Confidence in supporting promotional or social media activity

Ability to organise and support activities and group work

Able to manage time effectively and complete tasks as required

Basic administrative and record-keeping skills

Qualifications and Experience:

Experience of working or volunteering with vulnerable individuals

Experience of delivering group activities or support sessions

Understanding of the challenges faced by individuals with complex needs (e.g. substance misuse, mental health)

Experience of working within a recovery-focused or support-based environment

Willingness to learn and develop within the role

Experience of working with safeguarding or risk-related situations

Experience of working with external organisations or community groups

