

Job Title	Life Recovery Support Worker – LRG (Maternity Cover)	Salary Grading	Ministry Support	Status	Permanent
Reports to	Life Recovery Manager	Occupational Requirements	Active Christian Faith Female	Work pattern	Part-time 16 hours / week
Job purpose	To enable the mission of Jesus Christ through supporting ‘Clients’ pursuing recovery to become Life Recovery Group (LRG) members. Supporting them in making positive life changes to strengthen their recovery and personal-social well-being. To enable individuals to feel part of an authentic mutually supportive community where they are known, accepted, and experience God’s love.				
Key Responsibilities		Experiences and Qualifications		Job Dimension	
<p>Client Engagement</p> <ul style="list-style-type: none"> ○ Create a safe, friendly, welcoming space for clients i.e. LRG members and LIFE Course participants. ○ To invest in Life Recovery clients with assessment, listening support, group work, and appropriate practical help. ○ Maintain a Female key working caseload and one-2-one’s. ○ Liaise with external agencies for client support and safeguarding where necessary. ○ Represent CCM and Life Recovery on the Recovery Festival organising committee. ○ Maintain accurate and up-to-date client records. ○ Create and continually improve documents used for client work. ○ Be risk aware, working in compliance with CCM policies and procedures. <p>Admin and Management</p> <ul style="list-style-type: none"> ○ Liaise and communicate with churches promoting the establishment and growth of LRG’s. ○ Develop and maintain effective partnerships with organizations providing support and/or volunteer/work opportunities for group members. ○ Develop and maintain core LRG policies and procedures, and documentation. ○ Maintain support for existing LRG groups where agreed. ○ To support the LIFE Recovery Manager where agreed for specific tasks and project development. ○ Co-coordinate and developing annual training programme and events e.g. LRG weekend retreat. ○ Liaise and network with churches in the context of LRG and the recruitment of new volunteers and supporters. <p>General Duties</p> <ul style="list-style-type: none"> ○ To support other CCM activities as appropriate. ○ Prayer and work within healthy life boundaries. ○ Christian pastoral care for colleagues within CCM. 		<p>Person Statement</p> <p>A trustworthy and reliable person with the ability to stay calm in stressful situations. A sense of call and compassion to serve people in recovery, coupled with a knowledge of recovery models in both addiction and mental health fields, and the capacity to empathetically support people with complex needs.</p> <p>Key Skills, Experiences and Qualities</p> <p>Essential</p> <ul style="list-style-type: none"> ● Recognised qualification, or relevant support work experience, in Addiction Recovery and supporting people to change. ● Experience of working effectively in a challenging, high demand and multitasking environment. ● Excellent interpersonal skills and clear communicator with individuals or groups of people with complex needs. ● Good administrative skills, record keeping and project management. ● Ability to plan and prioritize their own workload effectively. ● Experienced in the use of Windows based IT tools. ● Committed to personal development re. work skills and emotional and spiritual well-being. ● Maths and English to GSCE Grade C or equivalent and completed their secondary education. <p>Desirable</p> <ul style="list-style-type: none"> ● Experience in organising activities/managing volunteers. ● Full Driving license. 		<p>Team</p> <p>The Life Recovery team operate in a predominately client facing role and are also a key connecting point with other recovery and supporting agencies, and churches. Team dynamics are valued highly as we present a model of healthy relationships to the clients we are in contact with.</p> <p>Key Relationships</p> <ul style="list-style-type: none"> ● Line managed by the Life Recovery Manager with regular review meetings to communicate on activities and progress against planned objectives. ● To appropriately support the Life Recovery Manager and the Life Recovery Deputy Manager – LIFE, in their roles. ● To share responsibility with the Life Recovery Manager for line managing and developing positive working relationships with LRG volunteers. ● To work cooperatively with the CCM Volunteer Coordinator, the Fundraising and Communications team, and the Finance and Operations team. ● To establish and develop effective working with external partners and agencies. ● A fully participative member of the staff team attending staff meetings, prayer and worship times and training activities. ● To positively engage with external supervision and appropriate external training. ● To build good and supportive working relationships with the whole staff team. 	