

JOB DESCRIPTION

JOB TITLE:	Daycare Group Facilitator
REPORT TO:	Registered Manager
LOCATION:	Holgate House Daycare Treatment Centre, 17 Derby Street, Colne, BB9 6AA

ROLE SUMMARY

- To embody the vision and values of Holgate House Ltd, to support the delivery of person-centred treatment with honesty, transparency, dignity, and respect.
- To lead and facilitate daily group therapy using the 12 Step Treatment Model to nurture, educate and support healing, whilst encouraging clients' to be accountable for and take personal responsibility for their own recovery journey.
- To plan, organize and coordinate the daycare weekly programme with the clients in-line with company policies and procedures.

MAIN RESPONSIBILITIES AND DUTIES

- Ensure clients' individual needs, recovery objectives and goals are met within a group therapy setting and their progress is regularly and accurately evaluated.
- Role model and empower the group, by encouraging honest and transparent feedback on learning and behaviours to support individual abstinence from drug and alcohol dependency.
- Ensure client behaviours are consistent with personal abilities and in keeping with the requirements and the philosophy of the programme.
- Respect client confidentiality, boundaries and managing expectations with compassion and challenge.
- Communicate and check clients understanding of group expectations, to help maintain a safe and nurturing environment. This includes both physical and behavioural standards expected, on a one-to-one basis and in group.
- Keep up to date, concise and accurate client records.
- Be vigilant with the safeguarding of clients in treatment.
- To communicate with clients and external agencies in a transparent, considerate, and effective manner.
- To ensure clients are supported and safe on discharge from treatment.

KEY SKILLS

- Able to work autonomously and collaboratively as part of a team.
- Encourage clients to take personal responsibility, share their progress with peers, receive constructive feedback and develop insight and awareness into their personal recovery.
- Possess good listening skills, treating all clients with dignity and respect, to encourage client confidence and growth.
- Promote positive relationships with all clients, staff and external stakeholders and respects total confidentiality.
- Able to remain calm and work under pressure whilst managing conflicting priorities, to make solution-based decisions.
- Able to challenge behaviours and diffuse potential conflict.
- Good communication skills, written and oral to produce reports and documentation and advocate on behalf of Holgate House Ltd with external stakeholders.
- Good planning and organization skills, to effectively manage time, prioritize and delegate.

KEY KNOWLEDGE

- Knowledge and understanding of the 12 Steps treatment model.
- Experience of working with clients with addictive behaviours, unhealthy thought patterns and psychological trauma.
- Knowledge and understanding of the harmful effects associated with drug and alcohol misuse in relation to health, personal relationships, and social welfare.

ADDITIONAL REQUIREMENTS

- To be willing to have an Enhanced DBS Check
- To hold a full, clean driving license.
- Be two years clean and sober (if applicable)

The purpose of this job description is to act as a guide. It does not contain an exhaustive list of duties and may change from time to time to meet the changing needs of Holgate House Daycare Treatment centre.