



Volunteer Recovery Coach

Candidate Information Pack

Recovery Coach

Based: Devon – South, Exeter, Mid & East and North Devon.

Hours: No minimum requirements.

Upcoming intake dates: February 2020

EDP is committed to safeguarding and promoting the welfare of vulnerable adults and expects all employees and volunteers to share this commitment. Candidates are subject to additional checks including DBS (to the appropriate level) and to prison vetting (depending on the location) – details will be specified as part of the vacancy details. Outcomes of these additional checks will be considered before any offer/appointment is confirmed.

Contents of Your Candidate Pack

Thank you for your interest in a volunteer role within EDP.

This pack has been designed to provide you with more information and details about EDP and the volunteer role you are interested in applying for.

Please read the pack and also browse our website at www.edp.org.uk prior to completing your application.

Applications are completed online by following the link below:

<https://www.edp.org.uk/work-with-us/volunteer-with-us/>

Queries or Additional Information

If you have any queries, please contact the Community Development Team:

For Exeter and South Devon contact Sian Hammacott on 07525796119 or via sianhammacott@together-devon.org.uk

For North Devon contact Dave Parks on 07881846759 or via daveparks@together-devon.org.uk

For Mid and East Devon contact Amy Callebaut on 07860918220 or via amycallebaut@together-devon.org.uk

If you require the details in this application pack in an alternative format (for example large print, translation or audio) then please contact the Community Development Team on the contact details above and we will be happy to arrange this for you.

Introduction to EDP

Our Mission

Our Mission is ***'To open doors for people affected by substance misuse so they can improve their lives and those of their families and communities'***.

Our Values

Our Values drive the way in which we work together with one another at work, with service users, with partners and other providers, and with the wider community and stakeholders to achieve our mission. These are:

Belief – We believe people can make it

We firmly believe in everyone's potential. We know that people can and do make remarkable changes.

Respect – How we work is as important as what we do

We will treat everyone respectfully – whether they use our services, work for us or work with us. We are creative, curious and flexible

Partners – We do it together

We see partnerships as the key to better futures for people affected by substance misuse. We develop strong and meaningful partnerships with people who use our services, staff, other agencies, our funders, research bodies and our communities. We will ensure that our services are accessible to all.

Ambition – We focus on recovery and outcomes

We want a world where people are no longer blamed for their substance misuse, no longer socially excluded and are given support to take ownership of and rebuild their lives. We will call for more understanding, more compassion and more resources to make this happen. We will support staff and service users to keep learning and to set and achieve ambitious targets.



"I love volunteering at Together as everyone in the team is treated equally and I feel valued by both staff and the people who use the service. There are loads of training opportunities and I feel confident that volunteering is helping me towards my goal of a career in this field"

Together Volunteer

How to become a Recovery Coach and get my accreditation?

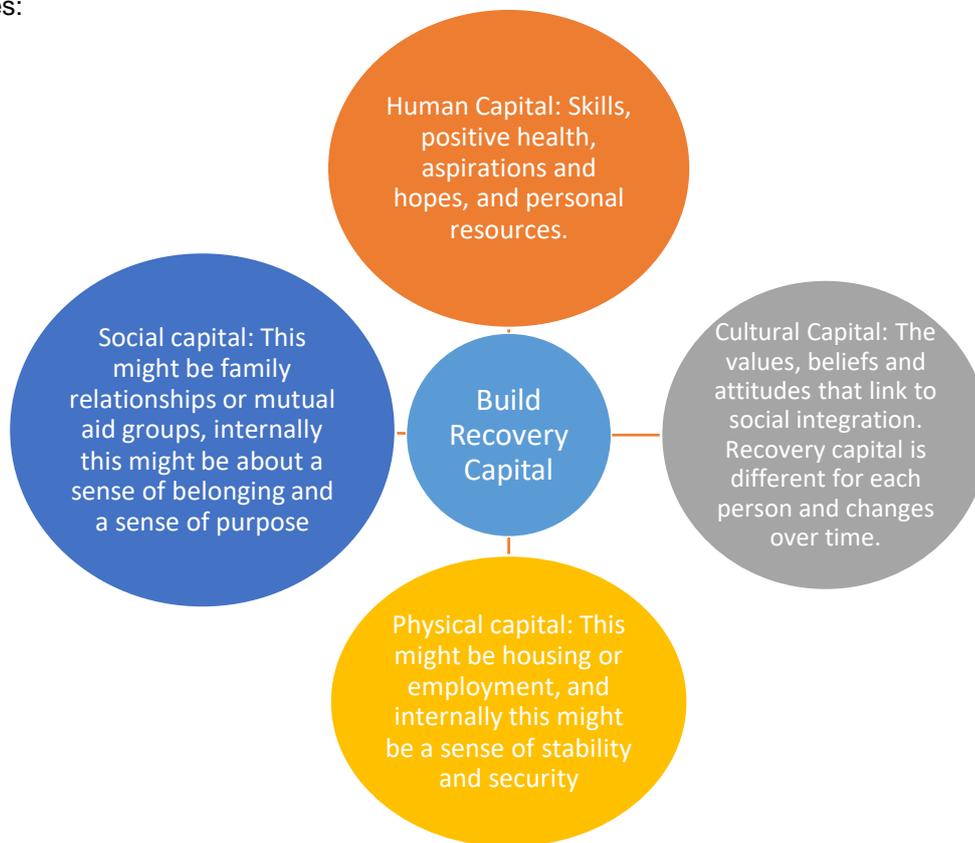
1. If you are brand new to volunteering with Together, first you must complete the online application form which is found here: <https://www.edp.org.uk/work-with-us/volunteer-with-us/>
2. You will have an initial phone interview with your local Community Development Lead. Following the phone call you will either be invited for a more formal face to face interview or advised about other opportunities to volunteer with us, and/or any learning and development needs that may have identified that might prevent you from progressing to this role at this time.
3. Following the face to face interview you will be contacted and advised whether you have been successful in being invited to take part in the training, or again, advised of learning and development areas to focus on at this time.
4. If you are successful at the interview we will invite you to attend 5 days face to face training.
5. Once your training is completed you will meet with a CDL and complete your Coach Role agreement. Which will include terms of Coach Role, hours and lapse/relapse planning.
6. Then you are ready to get started! You will complete 50 hours of Coaching which will include daily debriefs, 1-1 supervision after every 4 hours of Coaching and some observed practice.
7. At this stage you will be able to apply for Lead Coach Role as and when positions become available.

If you are an existing Peer Mentor or Volunteer with EDP and are interested in applying for the Recovery Coach role, please speak to a Community Development Lead who will discuss the role with you and send you an application form.

Main Duties and Responsibilities

With your own recovery, you are an 'expert by experience', in this role you will offer support to others and help them to see that recovery is not only possible, it is likely. As a recovery coach you will be actively and authentically engaged with your own recovery and the wider recovery community around you. The role will involve you being partnered with specific individuals who are at an earlier stage of their recovery and by using your own experience and knowledge of recovery, you will support these individuals to progress with their own journeys. This doesn't mean that what worked for you, will work for them directly, but it does mean that with your skills and understanding of what's available in your recovery community, you are able to explore all recovery options that are open to your coachee.

The main focus of the Recovery Coach is to support 'coachees' in identifying and building their recovery capital. Recovery capital might be defined as anything that we have to be grateful for and falls within three main categories:



You will do this through a variety of means including assertive linkage to community assets and resources, one to one meetings, group sessions, drop-ins and telephone support.

It is essential that you put your own recovery first and take care of yourself physically, mentally and spiritually as you are coaching others to have hope and belief in their own recovery. You will be encouraging coachees to put their recovery first and to help them see where they may not be doing so. It is important that the role of recovery coach in no way replaces the work of following your own recovery path. This includes being able to learn from your mistakes and having the honesty and humility to apply the lessons they bring to you, yourself as a foundation. Your main responsibility as a coach is to model recovery, it does not mean being perfect.

The Recovery Coach Role will include:

Promote visible Recovery within EDP recovery services and after care.

Work alongside coachees to help them identify and set their recovery goals

Guide the person into the recovery community by sharing information about, and signposting to, community resources and assets and accompanying coachees at first if required.

Provide feedback in a non-judgmental and supportive way, recognising that experience is sometimes a better teacher than even the most well intentioned coach.

Facilitate access to mutual aid: Support service users in understanding, accessing and attending mutual aid meetings through your own understanding of mutual aid having attended meetings yourself as part of your own training, induction & learning for the role of Recovery Coach.

Support the person to get back on track after relapse. We don't expect relapse but we acknowledge that it can and does have an important part to play in a person's recovery.

Provide advice, information and guidance on specific substances and health and wellbeing to reduce harm, engage people with services and enable service users to make positive choices

Attend regular group and one to one support/supervision sessions and actively contribute and invest in your own self development and reflective process.

Consult with your supervisor or more experienced coaches whenever unfamiliar situations occur or that training has not prepared you for.

Advocate: help individuals to navigate complex services and be a voice when needed to other professionals, the community and other service users. You will 'carry the message' not the 'person' through responding, not rescuing.

Text or call service users to assist in attendance of appointments or recovery focused activities & groups.

Co-deliver training programmes on behalf of EDP, including the Peer Mentor, Recovery Coach and Volunteer training

Be a role model to others, leading by example.

Represent EDP at all times whilst in role and support EDP and Together with relevant initiatives such as events, campaigns, marketing and wider partnership and community collaboration.

Share your own knowledge and learning, and actively seek to find out, about local and wider community based assets to develop a Devon wide toolkit of resources that will support people in their on going recovery journeys.

Adhere to EDP and Together Policies, Procedures and Values at all times

Person Specification:

Whilst we will endeavour to support you with training, supervision and peer learning/reflection, the role of the Recovery Coach requires the undertaking of certain tasks such as lone working in the local community, case note writing and the use of evidence based tools and intervention; and therefore it is important that we ask for certain experience, knowledge and skills before you begin the training for the role. If you are interested in the role but have concerns about being able to meet the below criteria, please speak to one of the Community Development Leads (details at top of this pack) who can offer guidance, support and signposting to help you prepare for the role.



Experience

- Be actively and authentically engaged with your own recovery for at least one year (around 1 year+)
- Willingness to share from own experiences
- Able to describe the benefits and challenges of recovery
- Engage regularly with recovery focused activities as offered by EDP and in the wider community
- Have fun making a difference to your own and others' recoveries
- Willingness to actively learn about different recovery pathways, including attending meetings to develop your knowledge and understanding.
- Open minded about new and different recovery pathways



Knowledge

- Awareness of the importance of boundaries in relation to coach/coachee relationship
- Able to recognise own limits
- Sound understanding of addiction, treatment options and recovery
- Awareness of, and willingness to learn about, a broad range of community resources including housing, mutual aid, mental and physical health
- Awareness and understanding of 'recovery capital'
- Experience of providing practical problem-solving skills
- Understanding of equality and diversity with an ability to engage with people from a range of backgrounds and beliefs
- Be prepared to grow through training and learning
- Belief in anyone to recover and always maintain hope
- Competent in the use of IT
- Good level of reading and writing skills as Coaches will be expected to maintain case records and communicate in a variety of ways (verbal, email, text, etc)



Skills & Qualities

- Value based approach (able to support within the EDP values of belief, respect, partners and ambition)
- Ability to offer information and advice in non-judgmental manner and without expectation
- Ability to support others in identifying and developing recovery capital
- Able to inspire and motivate others
- Active listening, paraphrasing skills
- Demonstrate patience and persistence
- Ability to build good relationships and communicate clearly
- Ability to challenge in a non-judgmental and non-confrontational way
- Ability to be 'yourself' and work to your assets and strengths
- Self-acceptance and ability to care for own recovery
- Commitment to personal development, including training and supervision
- Patience
- Humility
- Humour

Please note, to comply with our Safer Recruitment Practices, please be aware that the recruitment panel will explore your suitability for working with vulnerable adults as part of the interview process.

How much time do I need to commit and how many people will I be working with?

The hours you volunteer will vary depending on your own other commitments and this will be agreed before you begin in role. As a minimum we foresee a coachee needing 3 hours of your time each week. This will allow for 1 hour to prepare for a session, 1 hour for the session itself and 1 hour for admin following the session. You will always coach a minimum of 2 people and you will be required to attend supervision once every 4 hours of coaching until fully qualified. Supervision will then move to a monthly basis. Therefore, we expect the minimum hours for a Recovery Coach to be 6/7 hours per week.

Training and Opportunities:

As part of the Recovery Coach Role we feel that providing multiple training opportunities is essential to increasing confidence, capability and progression opportunities to all of those who support our service. Some of the courses we provide are mandatory to ensure that everyone has a minimum level of knowledge however many others are optional to those who are interesting in upskilling their abilities. All the courses that we provide are free of charge.

The Recovery Coach Training consists of 5 full days accredited training that include topics such as Safeguarding, Managing Risk, Boundaries, How to support Others, Documentation and how to increase someone's Recovery Capital.

We also have a variety of other training opportunities, some of which are optional and some are mandatory such as:

ELearning Courses including Records Management, Safeguarding and Mental Capacity

Class Room Training courses that include: Make Every Contact Count Accredited training which is run by One Small Step (classroom and eLearning), Food Hygiene and Safety Level 2 Accredited training and Health and Social Care Level One run by Acacia and lot of other internal courses that will support your development in the role.



What Support Will I Receive?

We really value what you are offering to the service and will work with you on how you are able to offer your time in a way that fits in with your own life in recovery. We will ensure that all reasonable travel expenses are covered. We can work with you if you prefer to support outside of your own area. Whilst recovery is likely we acknowledge that lapse and relapse can happen so we ask that at the commencement of your recovery coach role that you engage with a few simple evidence based tools and exercises that have been proven to help re-engage those that lapse/relapse.

Supervision: During accreditation, supervision will be provided for 1 in every 4 hours volunteered on a 1-1 basis and will move to group supervision following accreditation.

Whilst the supervisor and supervisee is invited to add to the agenda as required, the standing agenda for supervision will be:

- Wellbeing/check-in
- Team Engagement
- Accreditation Progress and Observation
- Challenges within the role and recovery
- Successes within the role and recovery
- Training and Support needs
- Actions to take forward (goals)

Daily Debriefs: Recovery Coaches will check in with a Community Development Lead at the end of their volunteering day to participate in a debriefing session. This will provide time for reflection, support and professional development. In this session the Recovery Coach can raise any concerns or risk factors encountered during the day however it is also a place and time to celebrate successes and positive progress for service users and colleagues. It is envisaged that mandatory daily debrief is a core element of the Recovery Coach role facilitating a healthy work life balance.

What is a Lead Recovery Coach and When Can I Become One?

The role of Lead Coach is to offer guidance and support to other Coaches. The Lead Coach will take on debrief and supervision duties as well as continuing to provide Coaching to at least 2 individuals.

1. Can be applied for once core Recovery Coach (RC) accreditation has been received.
2. Roles will be advertised as required and will be open for all Devon Recovery Coaches.
3. Advert will be shared with Recovery Coaches and letter of interest will be required to apply.
4. Applicants will be invited to the Lead Coach interview which will be a panel of at least 2 members of the team.

Funding dependent, it is our hope that the Lead Coach Role would be a 'permitted earnings' post and therefore if you are in receipt of benefits, these should not be affected. However, guidance can change and we would strongly encourage you to check directly with the Job Centre regarding your own personal circumstances.

"I felt like it was time for me to give back to others. Now I feel like I am making a difference to other people's lives. I feel supported in what I do and I am part of a great team. Everyone here is so positive."

Together Peer Mentor