Job Description Template

Job Title	Apprentice Recovery Coordinator
Function	Service Delivery
Reports to	Senior Recovery Co-ordinator/ Recovery Navigator Lead Practitioner
Direct Reports	Not Applicable
DBS Check Level Required	Enhanced DBS check
Grade/Job Evaluation Level	Apprentice
Salary Banding	Apprentice
Created/Reviewed date	29/10/2025

You will be working for
Waythrough launched in October 2024 following the merger of Humankind and Richmond Fellowship. Our vision is to break down the barriers that stop people getting the support they need to live a life they value. We tackle poverty and disadvantage in communities, through mental health, drug and alcohol, housing and related support. We have almost 200 services around England – and nearly 3,500 amazing staff and volunteers who run them. Every year our services support around 125,000 people.

Purpose of the Role

To work as part of a team to learn and develop the required skills to provide collaborative recovery planning and case management to substance misusers (drug and alcohol) across all stages of an individuals' recovery journey, from assessment and engagement through to sustained recovery.

Key Accountabilities

- To study towards and achieve the Adult Care Worker Level 2 Apprenticeship Standard and complete required training in order to fulfil all other key accountabilities set out below.
- Work closely with the full range of workers and skills within the service team, including external agencies, family members and significant others as appropriate.
- Support Recovery Navigator with carrying out triage/screening assessments and comprehensive assessments with service users.
- Support with facilitating service user access to treatment and community resources to increase recovery and social capital, supporting service users and their families within their local community.
- Work towards leading effective case management for allocated service users, including on-going processes such as risk assessments, risk management plans and safeguarding assessments and plans. This includes the effective use of an online case management system.
- With guidance from the team reduce the impact of drug and alcohol related harm on family life and promote positive family involvement in recovery.
- Learn how to develop and deliver quality programs and packages of work/ psychosocial interventions that meet local need in one-to-one formats.
- Support delivery of key service functions through actively participating in drug screening, BBV testing and harm reduction interventions.
- Promote visible recovery across the service and ensure peer support opportunities are relevant and accessible for all service users.
- Undertake continuing professional development including participating in supervision, reflective practice groups, performance reviews and attending training as/when required.
- Work in accordance with all relevant legislation, policies & procedures and guidelines – both internal and external. This includes Humankind's clinical governance framework.
- Maintain accurate and up to date records and reports and provide written and verbal reports as required.
- Keep abreast of policy and professional development within your area of professional expertise.
- Work flexibly across operational sites and within an agreed number of hours to maintain appropriate service provision.
- To promote, adhere to and live our workplace values of kindness, courage and respect.

- Complete mandatory training at the start of the role, including Safeguarding.

Values and Competencies

Our Values
• **Kindness** - Be generous, caring and compassionate • **Courage** - Be bold, trust, commit • **Respect** - Everyone deserves dignity

Person Specification

Qualifications	Essential or Desirable
Functional skills (Maths & English grade D/ or grade 2/3) NB: Qualifications in relation to Health & Social Care above grade 2/3 are not eligible)	Desirable Nb. this applies to the apprenticeship for Likewise

Skills	Essential or Desirable
Ability to use Microsoft Office programmes	Essential

Experience	Essential or Desirable
Knowledge and an understanding of recovery and addiction.	Desirable