Job Description

Job Title	Recovery Navigator
Function	Service Delivery
Department/Team	Recovery Navigation
Reports to	Lead Practitioner/Area Manager
Direct Reports	None
DBS Check Level Required	Dependent on service
Grade/Job Evaluation Level	Core - Coordination
Salary Banding	Individual Contributor C
Created/Reviewed date	June 2026

You will be working for
Waythrough launched in October 2024 following the merger of Humankind and Richmond Fellowship (RF). Aquarius supports people in the Midlands affected by substance use or gambling. It was a subsidiary of Richmond Fellowship and became part of Waythrough in April 2026. We are specialists in mental health, alcohol, drugs and related areas. We provide high quality, evidence-based services, which are designed around the needs of the people we support. Our vision is to break down the barriers that stop people getting the support they need to live a life they value.

Purpose of the Role
To work as part of a team to provide collaborative recovery planning and case management to substance misusers (drug and alcohol) across all stages of individuals recovery journeys, from assessment and engagement through to sustained recovery.

Key Accountabilities
• Manage a service user caseload, devising, implementing and reviewing on-going recovery plans and treatment, liaising closely with the full range of workers and skills within the service team, including family members and significant others as appropriate. • Carry out triage/screening assessments and comprehensive assessments with service users. • Work collaboratively with partner agencies to undertake shared assessments, key working and interventions to promote individual service user progression from engagement, through structured treatment to self-sustained recovery. • Facilitate service user access to treatment and community resources to increase recovery and social capital, supporting service users and their families within their local community. • To lead 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. • To work closely and collaboratively within the multi-disciplinary team across the service and externally, providing advice and reports/ information to managers and other colleagues, through attendance at reviews, team meetings, supervision and via telephone conversations. • To improve outcomes for children, parents/carers and families of services users by reducing the impact of drug and alcohol related harm on family life and promote positive family involvement in recovery. • Develop and deliver quality programs and packages of work/ psychosocial interventions that meet local needs across both group work and one to one format.

- Identify and prevent potential harm to service users and others by following local and organisational safeguarding guidelines, including referral to and engagement with relevant safeguarding authorities.
- Support delivery of key service functions through actively participating in drug screening, duty work, access to BBV testing and immunisation service provision, community needle exchange services and the ongoing delivery of appropriate, tailored alcohol and drug harm reduction interventions.
- Promote visible recovery across the service and ensure peer support opportunities are relevant and accessible for all service users.
- Reduce substance related harm to the individual and wider community.

General Accountabilities
• Undertake continuing professional development including participating in supervision, performance appraisals and attending training as/when required. • Work in accordance with all relevant legislation, policies & procedures and guidelines – both internal and external. This includes Waythrough's clinical governance framework. • Keep abreast of policy and professional development within your area of professional expertise. • Promote, adhere to and live our workplace values of being kind, courageous and respectful.

Additional Information
N/A

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**
NVQ Level 3 in Health & Social Care (or above or equivalent) or willing to work towards this in post.	**E**
Relevant professional qualification e.g. addiction studies, counselling, social work, therapeutic qualification.	**D**

Skills	**Essential or Desirable**
Proficient in Microsoft Office programmes.	**E**

Experience	**Essential or Desirable**
Understanding of and ability to implement interventions, including brief interventions MI, PSIs, CBT and ITEP.	**E**
Knowledge of harm reduction approaches in relation to substance misuse (where relevant to post).	**D**
Working with models of service delivery and issues relating to recovery planning.	**D**
Working with best practice frameworks e.g. NICE, DOH, NTA, NMC, Care Quality Commission & Caldicott Standards.	**D**
Carrying out assessment and recovery planning and risk management plans.	**D**
Delivering 1-2-1 and group therapeutic interventions.	**E**
Knowledge of working within Safeguarding and Hidden Harm.	**D**
Experience of working with carers and families.	**E**

Experience of using Management Information Systems.	**D**