



HELPING HOMELESS AND VULNERABLE PEOPLE SINCE 1860

Reset (DAAT) Needle Exchange Coordinator

Job title Needle Exchange Coordinator	Team: Recovery & Progression Service, Reset (DAAT)
Accountable to: RESET Outreach & Referral Service Borough Lead	Line managing: None
Salary: £25,000 per annum p Pension: Automatic enrolment after 3 months	Hours: 35 hr week
Disclosure: Enhanced	Contract: Permanent

RESET Outreach and Referral Service

The Role sits within the Reset Outreach & Referral Service, based at the central hub and is a partnership delivered by Providence Row. The service is commissioned by Tower Hamlets Drug and Alcohol Action Team (DAAT) to work seamlessly with Reset Recovery and Support Services providing residents of Tower Hamlets with the drug and alcohol support they need.

The Needle Exchange Service works with clients using a “strengths based” approach and is a vital first point of access to support and engage clients to address their needs.

We are looking for an enthusiastic person who is keen to play a crucial role in engaging the people we work with to access services that will help them make better and safer decisions about their substance use as well as developing the service into a model of best practice.

Responsibilities and duties

Needle exchange provision

- Leading on the delivery of a busy Needle Exchange Service
- Stock take and Ordering of all new equipment and supplies ensuring it is stored safely.
- Managing existing relationships eg. BBV team, Medical Services and others relevant to the role and exploring new potential partners.
- Coordinate the safe return of equipment from clients and in some cases external community services
- Manage the treatment room, ensuring it is kept to Health and Safety Standards set by the commissioning body

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- Manage the Needle Exchange Rota
- Ensure policies, procedures and quality control are in place for all clients, staff and volunteers when carrying out the Needle Exchange.
- Work alongside the Head of Advice and Support and RESET borough lead to develop the Needle Exchange service for outreach shifts, perimeter checks, and working alongside hostel providers.

Monitoring and evaluation

- Ensuring data is properly recorded across the team
- Collate the data on a quarterly basis in line with the team's objectives and funders' expectations in collaboration with the Data Manager
- Participate in regular supervision and an annual review of performance

Promotion

- Lead on the promotion of BBV testing and develop the existing relationship
- Support the referrals into sexual health services both internally and externally
- Promotion of NHS services on site, including Mobile Dental Van, TB screenings and other Physical and Sexual Health services

Staff Training

- Provide relevant staff training in best practice
- Access to external training for further development

Other Duties

- Undertake work not specifically referred to above. Such duties will fall within the scope of the post.
- Occasional cover for colleagues or attends meetings on management request
- Work in accordance with the Charity's values, policies & procedures.
- Ensure the implementation of the Charity's equal opportunities policy in all areas of work.

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Person specification

Knowledge and Experience	
Experience of delivering a professional and engaging Needle Exchange Service	Essential
Experience of working with vulnerable people with complex needs	Essential
Experience of working with individuals who are actively engaged in substance use	Essential
Experience of working with rough sleepers and the relevant legislative frameworks	Desirable
Experience of managing challenging behaviour in an assertive, positive and supportive way	Essential
Experience of project managing a piece of work and ensuring this continues with little supervision	Desirable
Understanding and experience of working within professional boundaries	Essential
Knowledge of best practice and safe working practices when providing needle exchange services and harm minimisation guidance	Desirable
Knowledge of drug treatment options available to individuals and the consideration to this when supporting dual diagnosis clients	Desirable
Strong commitment to the importance of monitoring and evaluating all work completed	Essential
Attributes	
Is emotionally resilient, self-aware and reflective.	Essential
Commitment to the core values of Providence Row.	Essential
Competencies	
Ability to work in partnership with other staff (both internally and from external organisations) to achieve good results with clients	Essential
Excellent verbal and written communication skills	Essential
Excellent IT skills	Essential
Excellent time management skills and the ability to work to deadlines	Essential

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