

Job Profile

Substance Use Treatment Case Responsible Officer

Grade:8 JE ID 20057

Created: July 2025

About the Job (please refer to the completed example and guidance notes for further information)

As part of a multi-disciplinary health team, you will be working innovatively with children from diverse backgrounds and engaging them, their families, and other professionals, in specialist, evidence-based, direct work. This will be in support of children and young people engaged in Tier 3 or Tier 4 substance use treatment, particularly those who are children in care, subject to Child in Need or Child Protection Plans, or involved in youth justice. You will also offer tailored interventions for care leavers and individuals with Special Educational Needs and Disabilities (SEND), up to the age of 25, where our service is best placed to meet their goals. The main focus will be on safeguarding, specialist harm reduction, providing access to drug testing and naloxone where clinically appropriate, interventions for co-occurring mental and physical health needs, improving outcomes, reducing health inequalities, and to help children and young people better understand why they are using substances, develop alternative coping strategies, and see the possibility of a different life. Working in partnership with other agencies (social care, police, education, health etc), you will ensure that we keep children at the heart of our assessments, care plans, interventions and decision making so that they, and their families, receive coordinated and appropriate support. You will lead the design and delivery of high-quality substance use and specialist harm reduction training programmes, consultation, case formulations, and bespoke resources, for professionals working with children in Gloucestershire.

This is what we need you to do...

- Provide targeted, trauma informed treatment and support for children and young people who are using substances.
- Deliver specialist interventions to children and young people ensuring tailored, needs-led support that promotes recovery and wellbeing.
- Build positive relationships with children, young people, and their families through direct work to ensure that their voices, wishes and feelings are heard.
- Provide timely, high quality, specialist substance use assessments of children, in collaboration with the child, their family, and other agencies, drawing on contextual
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training and development activities.
- Maintain up-to-date knowledge of guidance, research and council policy and procedures to ensure our responsibilities to children and young people are met.
- Be accountable for your own practice ensuring it is of high quality and reflect best practice.
- Develop and maintain effective professional relationships with internal and external stakeholders.

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- safeguarding and focusing on a strengths-based approach, using structured and specialist assessment tools.
- Draw up care plans of direct work with children and families that clearly address assessed and analysed need.
 - Carry a complex caseload of children and young people.
 - Undertake evidence-based direct work with children, young people and families to manage risk and achieve the sustained and positive outcomes identified in assessments and plans.
 - Continuously monitor and review the progress of plans and outcomes for children and young people to achieve positive change and keep children and others safe.
 - Provide expert consultation to social care, CAMHS, and youth justice teams, offering harm reduction strategies, motivational approaches, and risk management guidance for children and young people who use substances, but are not currently engaging in treatment.
 - Design and utilise specialist harm reduction tools and resources tailored to the developmental needs of children and young people, supporting safer substance use practices, informed decision-making, and engagement in treatment.
 - Lead on the delivery of overdose prevention and Naloxone training for children and young people, working collaboratively with families, social care and partner agencies to embed harm reduction practices.
 - Facilitate access to, and collaborate with, our Dual Diagnosis Nurse and Consultant Psychiatrist were clinically appropriate.
 - Deliver smoking and nicotine vape cessation support to those in treatment and facilitate access to appropriate pharmacological treatments.

Monitoring and ongoing development of outcomes

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- Support, promote and safeguard the welfare of children, young people and their babies, in line with safeguarding policies and procedures.
- Support children and young people to build meaningful, substance-free lives by encouraging engagement in positive activities, hobbies, and Education, Employment or Training (EET) - reducing vulnerability by increasing protective factors and purposeful routine.
- Facilitate referrals and transitions into Tier 4 inpatient substance use services, ensuring continuity of care, advocacy, and post-discharge reintegration planning.
- Provide specialist support for children and young people undergoing community-based detoxification, including care planning and risk management, in collaboration with our Consultant Psychiatrist.
- Update and maintain high quality case records on required case management systems ensuring that all key information about the child's circumstances and plans are recorded within timescales and comply with the Data Protection Act.
- Ensure accurate and timely submission of client data to the National Drug Treatment Monitoring System (NDTMS) in line with reporting requirement.
- Demonstrate good practice in the application and understanding of identity and diversity.

Special Conditions

- Enhanced DBS disclosure is required for this post.
- Nature of the post requires flexibility to meet the needs of children and young people. This will inevitably entail some work outside normal office hours and other locations across Gloucestershire.
- Must be able to travel across the county in line with service need.

As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the Council reserves its right to amend or add to the accountabilities listed above.

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The ideal candidate will have...

Experience

- Significant experience of working directly with vulnerable children, young people, and families, particularly in relation to substance use treatment.
- Experience of undertaking assessments of need and risk, developing plans and delivering interventions that achieve positive change and effectively manage risk.
- Experience of partnership working and multi-disciplinary approaches to working with children, young people, and families.

Knowledge, Skills and Understanding

- Knowledge and understanding of relevant legislation, policy and guidance in relation to working with vulnerable children and young people, and the ability to interpret and apply information.
- Knowledge and understanding of a wide range of substances, including their pharmacological effects, patterns of use among adolescents, polydrug use, associated risks, and evidence-based approaches to harm reduction and treatment.
- Knowledge and understanding of child and adolescent development.
- Understanding of evidence-based, child first, approaches to practice, particularly in relation to harms outside of the home.
- Knowledge and understanding of the complex issues that affect children and young people who are involved in, or at risk from, exploitation, county lines, drugs and the law.
- Knowledge and understanding of trauma informed practice and contextual safeguarding, with the ability to make sound judgements in relation to risk and protection of children and young people.

- Recognise and respond to diversity and identity, with a nuanced understanding of how factors such as sexual identity, and ethnic background shape individual experiences and needs.
- Understanding of how neurodiversity can intersect with substance use, recognising its impact on vulnerability, engagement, and treatment planning, and adapting interventions to meet diverse cognitive and communication needs.
- Understanding of the underlying reasons children and young people may use substances and the key risk factors that increase vulnerability.
- Ability to analyse and address complex situations.
- Effective assessment skills relating to work with vulnerable children, young people and families.
- Ability to involve young people, their families, victims, and communities in the design and delivery of services, interventions and programmes.
- Ability to develop, co-ordinate and deliver evidence-based programmes and interventions (one to one and group work) designed to engage and meet the needs of children, young people and their families.
- Ability to prioritise engagement, trust-building, and the therapeutic relationship as essential foundations for supporting meaningful and sustained change.
- Ability to organise and prioritise workload, work flexibly, and meet deadlines, in conjunction with line manager.
- Ability to facilitate case discussions with professionals working with children and young people.
- Ability to work as part of a team.
- Ability to communicate effectively and creatively with children and young people.
- Ability to work with staff and managers at all levels.

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Behavioural attributes

- Able to manage and function effectively when working in a pressurised environment.
- Emotionally resilient.
- Non-judgmental and caring attitude.
- Able to demonstrate a Child First approach.
- Aligns with Gloucestershire Employee Values and behaviours which are available on our website.
- Our values are Accountability, Integrity, Empowerment, Respect and Excellence.

Education & Qualifications

Essential

- Graduate or equivalent professional qualification (Level 4 NVQ, Social Care, Education, Youth Work, Advice & Guidance, LDSS, Criminal Justice, Health).
- Substance awareness and specialist harm reduction training
- Trained in delivering structured interventions such as CBT, Motivational Interviewing, and Adolescent Community Reinforcement Approach.
- Trained in adolescent development, internalised and externalised disorders, triage and assessment, maximising treatment outcomes.

Desirable

- BBV awareness and safe handling of bodily fluids during clinical drug testing procedures.
- Naloxone and overdose training.

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