



**Derbyshire
Recovery
Partnership**



Working together to support change and recovery from drug and alcohol use.

Derbyshire Alcohol Advice Service as part of Derbyshire Recovery Partnership is wishing to appoint an Administrator/telephone referral and advice line (Hub Worker)

Salary: £17,854.30 - £19247.40 per annum pro rata

This is a fulltime post (37 hours) to include a Tuesday evening until 8pm. We will consider two part time posts.

The role will involve processing referrals through our Single Point of Contact ensuring a client focussed response is provided to people with substance misuse issues and their families. The post holder will need to ensure that a professional response is also provided to professionals referring clients into treatment. The post is based in Chesterfield

The post holder will be conversant with client data base input work and ideally NHS SystemOne. Knowledge of working with substance misuse issues and/or a background in similar working environment is desirable. Administrative duties will also be a requirement.

The post carries 25 days plus bank holidays (pro rata if the post is part time). DAAS also offers a pension scheme which meets auto enrolment requirements

If you wish to find out more about the post please ring Alison Scott at DAAS: 01246 206514 and/or download an application form, person specification and job description from our website

www.daas.uk.com

Closing date for applications Friday 28th February. Interviews the following week to start date asap.

