



**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 recruiting a HUB worker (Administrator/telephone referral line)

Salary: £18,400 - £19,240 per annum pro rata depending on experience (i.e. £11,040 - £11,544)

This is a part time post (24 hours) over 3 days (Monday, Thursday, Friday)

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 database 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 206154

To apply please download an application form, person specification and job description from our website: www.daas.uk.com

Closing date is January 17th. Interviews on Thursday 20th January.