

Volunteer Role Description **And Person Specification**

The Hull Drug Intervention Programme (DIP) provides support for adults with substance misuse problems and who have had recent involvement in the criminal justice system. Support is offered on a voluntary basis, alongside support that complies with national standards or bail conditions. The Hull DIP offers individuals support on a one to one basis. This would be in the form of assessment, onward referrals, harm minimisation advice, psycho-social interventions, motivational work and practical support.

Volunteer: Volunteer Advisor

Managed and supported by: Volunteer Co-ordinator

Purpose: To support clients with the completion of housing and benefit referrals

1. Complete housing application forms with clients
2. Complete Benefit forms and applications with clients
3. Support clients to ring benefits
4. Support clients to ring housing providers
5. Support clients to ring for health care such as dentists and doctors
6. Support clients to place bids with Hull City Council Homesearch
7. Complete referral with clients

Personal Specification

1. *Ability to communicate clearly and effectively*
2. *Understanding of the issues and willingness to work in the field*
3. *Basic literacy and numeracy skills relevant to the role*
4. *Able to respect and maintain confidentiality*
5. *Able to respect and work within DIP boundaries*
6. *Able to work in a none judgmental and ant-oppressive manner*
7. *Ability to liaise with external agencies*
8. *Ability to deliver information and advice*
9. *Basic knowledge of local housing, benefits or health provisions would be advantageous*
10. *Experience of working with people on a 'face to face' contact basis (on a paid or or voluntary basis)*
11. *Willingness to complete an initial induction*
12. *Willingness to undertake relevant training*
13. *Willingness to attend regular supervision & undertake work related accreditation*

Time Commitment:

A minimum of one half day per week (4 hours) preferably an afternoon 1.00pm – 5.00pm, plus one hour per month for supervision and training.