

#### Job Summary

BHT Sussex's Addiction Services (Detox Support Project and Recovery Project) provide a residential treatment programme for people with a history of drug and/or alcohol addiction to support them in gaining and maintaining on-going abstinence.

Following changes at the start of the pandemic, The Detox Support Project and the Recovery Project are now located together at our Ditchling Road Site. Over the coming months we will be further integrating the projects into one service. This is an exciting time for us, and we are planning new initiatives for the service, including developing our Ditchling Road site to accommodate both projects in a re-modelled and well-designed community space.

Working closely with Addiction Services Managers, the post holder will assist with the reporting, monitoring and project finance functions for the target KPI's. Helping to collate core information including updates and reports on the progress of the project, oversee the In-Form database and evidence the effectiveness of project interventions. Develop and lead on rental income management and reporting for Addiction services

#### Responsible To / for

- Addiction Services Managers
- Coordination of the Addiction Services administration

#### Significant Working Relationships:

- a) Addiction Services Senior Manager
- b) Operational Manager
- c) Co-Workers in the service
- d) Other BHT Sussex Staff
- e) Contractors
- e) Statutory and voluntary agencies

#### Duties / Responsibilities

**Finance / Benefits**

1. To take overall responsibility for the collection and processing of clients' rent/weekly charge and all other income, including banking, and overseeing and reporting rent arrears using the appropriate information systems.
2. To take overall responsibility for the handling and administration of petty cash and petty cash returns.
3. To assist the Project Manager and Addiction Services Senior Manager in controlling expenditure and ensuring that wastage is kept to a minimum.
4. To coordinate housing and other benefits administration across the service to ensure that income is maximised and accounted for appropriately.
5. To assist residents with claiming welfare benefits.
6. To liaise with the Housing Benefit Department, ensuring that claims are processed rapidly and efficiently.
7. To provide appropriate welfare rights advice to residents and ensure that the various claims for benefit have been made.

**Data**

8. To work with the Addiction Services Managers to produce timely and accurate data for the Annual Review, CORE Lettings log and Brighton and Hove City Council for monitoring purposes.
9. To take overall responsibility for the development of project monitoring systems and the collection and dissemination of annual and quarterly data, in line with Addiciton Services reporting cycles.
10. To set up new reports and work with the project to ensure this data is being captured effectively.
11. Use reporting to monitor and audit quality of data and usage of In-Form by Addiction Services teams.
12. Work with colleagues to capture specific data when needed.
13. To effectively reconcile, monitor and report on Addiction Services rental accounts using Omniledger.

**Maintenance & Health and Safety**

14. To take overall responsibility for generating, recording and processing maintenance work across the service in accordance with the Trust's policies and procedures and using the most recent BHT data systems.
15. To take overall responsibility for day-to-day Health and Safety, carrying out regular checks and keeping accurate records of all finding.
16. To take responsibility for the purchase of household furniture and equipment, within budget.
17. To assist the Project Manager to ensure that policy and practice of the services in relation to health and safety is maintained by reporting and dealing with specific observations, reports, concerns and hazards.
18. Attending BHT's Housing Management Working Group and Safety Working Group as required.

### **Information Technology**

19. To take overall responsibility for developing and maintaining effective and practical information technology systems across the service in conjunction with the Project Managers, other BHT staff and other agencies.
20. To attend BHT's In-Form database Development meetings when needed and to keep Addiction Services staff appraised of developments.

### **General Administration**

21. To ensure that electronic and hard copy filing systems are well ordered and kept up to date, that post is distributed and dispatched promptly.
22. To ensure that relevant project literature and information guides are up to date and available.
23. To ensure that appropriate levels of stationary and office supplies are purchased, within budget.
24. To answer the telephone and deal with general enquiries.
25. To deal appropriately with callers to the Project.
26. To ensure that project supplies are maintained.
27. To manage the Addiction Service email inbox.
28. To prepare all relevant new client paperwork.

- To provide other appropriate administration support to the service.

### **General**

30. To assist the Project Manager and Addiction Services Senior Manager in reviewing the provision of the service and making recommendations for change.
31. To assist the Project Manager and Addiction Services Senior Manager in ensuring that the policies and procedures of the Trust are adhered to.
32. To assist the Project Manager and Addiction Services Senior Manager in promoting equality of opportunity and anti-discrimination practice.
33. To initiate and maintain correspondence relating to all aspects of the job

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.