
DROP IN:

DEPARTMENT:	Barod
LOCATION:	Pontypridd
REPORTING TO:	Assigned Volunteer Link Worker

PURPOSE

To support the Barod Drop-In

KEY TASKS:

- Support the drop-in worker/ coordinator in staffing the drop-in centre
- Talk to people who attend the centre offering a warm and friendly welcome
- Keep the drop-in areas clean and clear from hazards
- Report any suspicious behaviour to a member of staff
- Get involved with group activities
- Support group facilitators: set up and clean up, shadow and support, co-facilitate...
- Support individuals to engage with the group
- Support with administration of drop in activities and day to day running
- Promote activities and events with service users
- Help with service user consultation

DEVELOPMENT OPPORTUNITIES:

- Devise or facilitate group activities within the drop-in or other services
- Make onward referrals to other appropriate agencies
- One to one support; listening and referring to other services
- Be the lead in manning the drop in during specific times

KEY SKILLS:

- Good organisational skills
- An outgoing and friendly manner
- Good communication skills
- An understanding of substance awareness
- A willingness to learn more about the effects of drugs and alcohol on individuals, families and the community
- Empathy and a non-judgemental approach
- Ability to stay calm in a crisis
- A solution focussed approach
- The ability to participate in line with Barod guidelines including Confidentiality and Boundaries
- Basic understanding of Microsoft Office programmes, or the willingness to learn