



ADUR & WORTHING
COUNCILS

Job Description

Authority:	Adur District Council & Worthing Borough Council
Directorate:	Communities
Section:	Wellbeing
Post Title:	Wellbeing Advisor (Alcohol)
Post Number:	TBC by HR
Accountable to:	TBC
Management responsibility for:	None
Authority to liaise with:	Internal/External
Meetings attended on a regular basis:	Meetings within the Council and with partner agencies. Team Meetings
Work Style	Flexible

Principal purpose of job (role summary)

The main purpose of this role is to develop and deliver a project to support people to reduce their drinking. This is a new project to be developed as an important part of the established Adur & Worthing Wellbeing Team, and alongside other similar posts based in Local Authority Wellbeing Hubs across West Sussex.

The Alcohol Wellbeing Advisor will provide early interventions to adults (18+) who are drinking at increasing risk and higher risk levels (but not those who are alcohol dependent), in order to prevent alcohol related harm and possible future dependency on alcohol.

Working as part of a team, the Wellbeing Advisor will work with adults and families to provide advice, information & signposting to support them to lead a healthier lifestyle.

Main duties, tasks and responsibilities of post holder

Specific duties

1. Giving presentations to partner organisations, to promote the alcohol wellbeing advisor service;
2. Liaising with partner organisations to set up referral pathways into the service and negotiate the use of room space (e.g. with GP practices and Pathfinder Hubs) to deliver the alcohol wellbeing advisor service and offer service users a choice of venue;
3. Running local alcohol awareness campaigns, liaising with WSCC Public Health and carrying out outreach work in order to generate demand for the

service (e.g. running information stands);

4. Screening people for risky drinking and possible alcohol dependence using validated screening tools (full training will be provided);
5. Delivering one-to-one Extended Brief Interventions to people drinking at Increasing risk or Higher Risk levels (not those who are physically dependent on alcohol); full training will be provided;
6. Signposting service users to other appropriate wellbeing services;
7. Working as part of the team, providing advice and training to the other Wellbeing Advisors in the delivery of Alcohol Identification and Brief Advice and making sure they are fully informed of the Alcohol Wellbeing Advisor Service and the eligibility criteria;
8. Training staff in partner organisations so that they have the knowledge, skills and confidence to deliver Alcohol Identification and Brief Advice;
9. Offering evening and weekend appointments;
10. Contributing to quarterly evaluation reports to be submitted to West Sussex County Council Public Health as part of the contractually agreed evaluation process. This will include collecting and submitting the evaluation data collected during the interventions, following the client journey through case studies and follow up with other services.

Additional duties and accountabilities

1. The post holder will be required to have a good understanding of the work of others in the team.
2. The post holder will commit to and undertake regular training sessions to extend and update their knowledge of health and wellbeing issues.
3. The post holder will ensure client information is stored securely and is managed in compliance with General Data Protection Regulations (GDPR).
4. The post holder will undertake training in safeguarding procedures and be able to identify and report cases confidently.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant

permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Job Description agreed by:

Post holder (Print name):	
Signature:	
Date:	
Line Manager (Print name):	TBC
Signature:	
Date:	
Executive Head of Service (Print name):	Tina Favier
Signature:	
Date:	