



Title of post: Early Help: Substance Use Specialist (Part time)

Location: Embedded within a Bradford **Children and Families Trust Family Hub**, with occasional travel across the district to other hubs and family homes as required.

Responsible to: Lead Practitioner: Substance Use Specialist

Salary: FTE £30,790-31,851 (37.5 Hours)
Pro rata for 28 hours per week £23,092 -£23,888

Hours of Work: 28 hours per week over 4 days to meet the needs of the service. Core hours are 9am-4.30pm Monday to Thursday (7 hours). Each day includes a 30 min unpaid break.

Service Overview

The Early Help Substance Use Team enhances Bradford Children and Families Trust Family Hubs by embedding a dedicated team of four Substance Use Specialist roles: one Lead Practitioner: Substance Use Specialist, and three Early Help Substance Use Specialists (one part-time).

Their purpose is to strengthen the system's ability to identify and respond earlier where parental substance use may be *emerging, unacknowledged, minimised, or only partially understood*.

All roles in this strand are **non-case holding**. Instead, the team works alongside Early Help practitioners at all grades, providing consultation, reflective practice, training, auditing, and modelling of best practice. The aim is to ensure consistent, high-quality responses to parental substance use within Early Help and to build practitioner confidence in working with families where substance use may be hidden or minimised.

Each Early Help Substance Use Specialist is embedded in one of Bradford's four Family Hubs and works as part of a coordinated team, under the direction of the Lead Practitioner – Substance Use Specialist and Service Manager.

Main Duties and Responsibilities

Responsibilities – Early Help Substance Use Specialists

- Review and audit Early Help Assessments for the identification of parental substance use and the quality of the associated response plans, providing constructive feedback and recommendations to strengthen practice.
- Support Early Help practitioners of all grades to build confidence and competence in the early identification of parental substance use, including

where it may be minimised or only partially recognised by families, and to respond effectively with appropriate support and planning.

- Ensure Early Help practitioners are equipped and supported to deliver brief, early substance use interventions as part of the Substance Use Practitioner Toolkit, helping to prevent escalation into the need for formalised treatment.
- Support the implementation and training of the Substance Use Practitioner Toolkit, ensuring Early Help staff understand and apply it in practice.
- Provide consultation, reflective practice, and workforce development activities to improve Early Help responses to parental substance use and hidden harm.
- Model trauma-informed, relational practice by working alongside Early Help practitioners in live casework, demonstrating best practice while remaining non-case holding.
- Facilitate problem-solving drop-ins on substance use, making key recommendations on response plans in complex cases.
- Work with Early Help practitioners to identify substance-involved families who may require more intensive support and contribute to referrals into the Bridge Family Navigation Team, with a view to providing an episode of intensive intervention to reduce risks.
- Ensure robust pathways are in place for families requiring escalation to more formalised treatment, working closely with the local treatment provider, New Vision Bradford, and other partners.
- Promote effective interagency working to strengthen the whole-system response to parental substance use within Early Help.
- Maintain accurate records, audit notes, and performance data, using findings to inform monitoring, evaluation, and continuous improvement in responses to parental substance use.

Person Specification

Qualifications

- Relevant qualification in social care, health, youth work, or a related field, or equivalent professional experience.
- Evidence of continuing professional development.

Experience

- At least three years' experience in substance misuse/substance use delivery services, with proven expertise in early intervention.
- Demonstrated ability as a highly competent practitioner, with excellent care planning and support planning skills.
- Proven ability to undertake safeguarding and risk analysis in complex family contexts.
- Experience of working effectively in a multi-agency framework, including partnership working with substance use treatment providers (e.g. New Vision Bradford).
- Experience of delivering training, reflective practice, or coaching to other professionals.
- Experience of reviewing or auditing assessments and making recommendations to strengthen practice.

Knowledge and Skills

- Strong understanding of parental substance use and hidden harm, including its impact on children and families.
- Knowledge of screening and assessment tools (e.g. AUDIT-C, full AUDIT) and their role in early identification.
- Applied knowledge of safeguarding legislation, local procedures, and thresholds for intervention.
- Familiarity with the local substance misuse treatment model and referral pathways, and ability to support robust handovers into treatment where needed.
- Skilled in trauma-informed and relational practice approaches.
- Excellent written and verbal communication skills, able to provide clear feedback, reports, and recommendations.
- Strong organisational and time management skills, able to manage workload across a busy hub environment.
- Competent IT skills for case recording, auditing, reporting, and use of toolkits/resources.

General Requirements

- Commitment to reflective practice, continuous professional development, and maintaining professional resilience.
- Willingness to work flexibly, including occasional out-of-hours commitments.

- Ability to travel across Bradford.
- A collaborative and positive approach, committed to raising workforce confidence and competence in responding to parental substance use at the earliest stage.

Key Behaviours

The following key behaviours are expected of all employees at Bridge. They represent the standards of conduct, collaboration, and professionalism that underpin how we work with each other, with our partners, and with the people who use our services.

Behaviour	Description
Works Proactively	Demonstrates initiative, thinks ahead, and takes prompt action to solve problems; completes tasks, overcomes obstacles and seizes opportunities.
Leads Change & Improves Performance	Responds quickly and positively to change, seeking to continuously improve performance by learning quickly from our mistakes, celebrating our successes, and constantly developing our people and processes.
Demonstrates Creativity & Innovation	Applies creative and lateral thinking to organisational issues; challenges the status quo and introduces new ideas, methods and processes.
Client & Customer Focused	Focuses on and understands the needs of internal and external service users, members and other stakeholders and strives to deliver a prompt, effective and personalised service. (For 'service users', please also read members, stakeholders, and audiences).
Influences Others & Communicates Effectively	Positively influences others and where appropriate persuades them to change their views, intentions or actions. Listens closely and communicates clearly both verbally and in writing.
Applies & Shares Expert Knowledge	Demonstrates the specialist knowledge and technical requirements of the job. Applies skills and experience to perform the job effectively, completes work to a high standard and shares knowledge across the organisation.
Works Collaboratively with Others	Works collaboratively with others for the good of the business; builds a network of good relationships and develops a thorough understanding of the organisation and the wider sector.
Values & Respects Others	Respects other individuals; listens and takes into account different opinions, feelings and motivations; is trustworthy and acts with integrity; responds and acts constructively towards others.