

Assessment Worker (Central) – Horizons Bristol

Full-time:	37.5 hours per week
Salary:	Starting at £26,691.04 per annum
Closing Date:	9am Friday 15 th May 2026
Interview Date:	TBC
Job Reference:	AW-HB

About this role:

The Assessment Worker is a key first point of contact within the Drug and Alcohol Service, providing a welcoming, non-judgemental and trauma-informed response to individuals seeking support. The role involves coordinating assessment-related administration, including making timely contact, gathering initial information and ensuring people are booked into the most appropriate service or pathway to meet their needs.

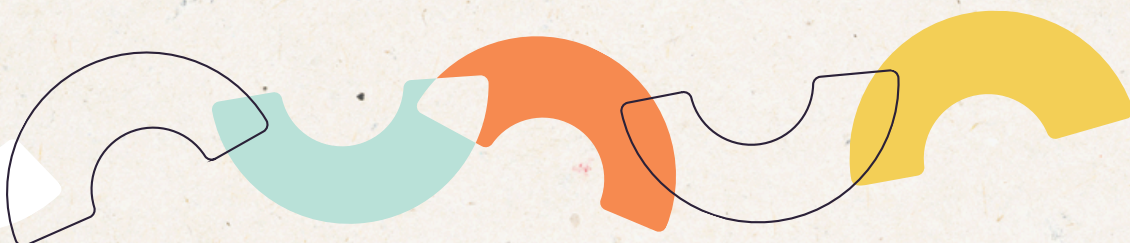
The post holder will complete comprehensive assessments, risk screenings and initial care plans using a person-centred approach that recognises individual strengths, risks and circumstances. With a strong understanding of substance use, safeguarding and risk management, the Assessment Worker will identify and respond to concerns appropriately, share accurate information about available support and work collaboratively with colleagues and partner agencies to enable safe, timely and effective engagement with treatment.

Key Responsibilities:

- To complete comprehensive assessments, risk screens and care plans in a range of settings, over the phone and online.
- To provide solution-focussed brief interventions and crisis interventions as part of the assessment process as required.
- To give evidence-based harm reduction information at assessment as needed, including issuing naloxone.
- To provide administrative support to process new referrals into Horizons.

What We're Looking For:

- A non-judgemental & empathetic approach
- A commitment to evidence-based practice and harm reduction principles
- A strong understanding of substance use, safeguarding and risk management
- Excellent organisational skills and an attention to detail working in a complex field



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1. Purpose of role:

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2. Principal Accountabilities:

2.1 To provide administrative support to process new referrals into Horizons.

2.2 To complete comprehensive assessments, risk screens and care plans in a range of settings, over the phone and online.

2.3 To provide Alcohol Brief Interventions as part of the assessment process according to AUDIT outcome scores.

2.4 To refer service users to the appropriate Horizons treatment pathway.

2.5 To refer service users appropriately to other agencies across Bristol, and to liaise with such agencies.

2.6 To provide solution-focussed brief interventions and crisis interventions as part of the assessment process as required

2.7 To use risk tools and make appropriate adult and child safeguarding referrals as needed.

2.8 To give evidence-based harm reduction information at assessment as needed, including issuing naloxone.

3. General Duties

3.1 To be proactive in reviewing and evaluating own performance and identifying and acting on areas for improvement and development

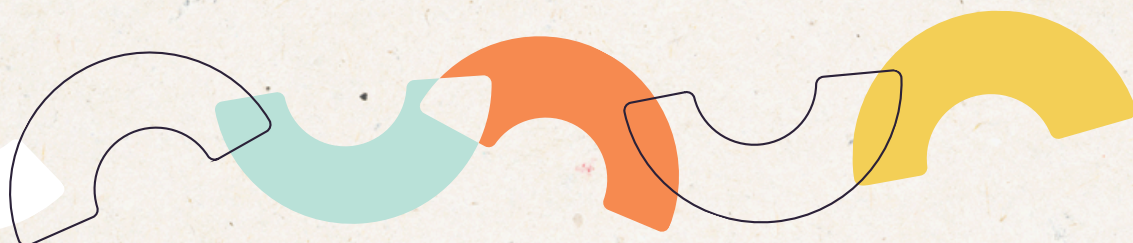
3.2 To maintain timely and appropriate records (both electronic and manual), within required timescales.

3.3 To attend internal and external meetings as directed.

3.4 To take all reasonable steps to comply with the Health & Safety at Work Policy.

3.5 To work within the framework and spirit of the agency's Equalities, Diversity & Inclusion Policy and to engage in actively promoting the Policy within the Project, and in all dealings with other agencies.

3.6 After reasonable consultation, to undertake any other task which is necessary, if called to do so by the Director of Operations.



4. Dimensions

4.1 Finance

No budgetary responsibilities.

4.2 Staffing

Part of Horizons Bristol's Central Team delivered by staff, volunteers and trainees.

4.3 Environment

Typically based in Horizon's Central Hub but with the expectation of working across all three Horizons Hubs, partner services and in the community as required. This role includes an element of lone working. Travelling, and driving work vehicles, is an integral part of the work.

4.4 Hours of work

37.5 hrs per week. As per contract of employment. BDP's core working hours for all posts are Monday – Saturday, 8am - 8pm.

4.5 Technology

A standard level of involvement with office equipment, including competent use of an electronic case management system, is required.

5. Supervisory Responsibilities

5.1 No paid staff, some responsibility to help support the development of trainees and volunteers.

6. Qualifications and Experience

6.1 These are set out in the Person Specification

7. Context

7.1 Key Contacts

Across Horizons - all staff, volunteers and trainees.

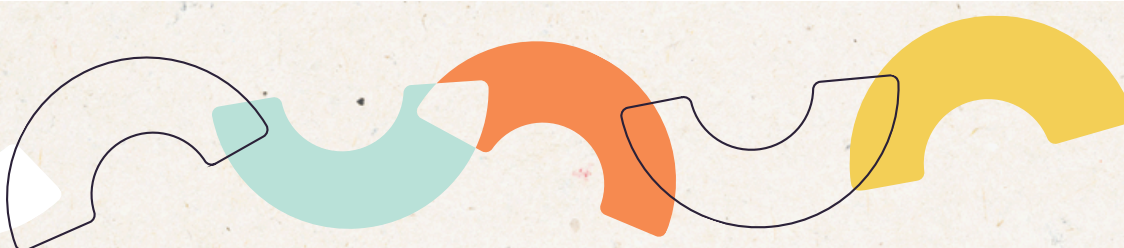
7.2 External to Horizons: General Practitioners, GP practice managers, pharmacists, health centre reception staff, social workers, probation officers, outreach services, commissioned and non-commissioned housing providers and a wide range of generic and community services.

8. Scope for Impact

8.1 Decisions that can only be made with reference to line management

Policy changes; anything which would significantly impact on the rest of the organisation; anything with financial implications; significant service development; representing the agency to the media or other organisations.

8.2 Decisions that can be made without reference to line management. Detailed operational issues and organisation/prioritising of work.



9. Special Notes or Conditions

9.1 An enhanced Disclosure and Barring Service check is a prerequisite of offer of employment.

9.2 Post-holders are required to have a Hepatitis B vaccination

9.3 This is a post in a developing service, which involves a wide range of agencies. The priorities for this role will be under review and may change as the service develops requiring flexibility from the post holder

PERSON SPECIFICATION: ASSESSMENT WORKER

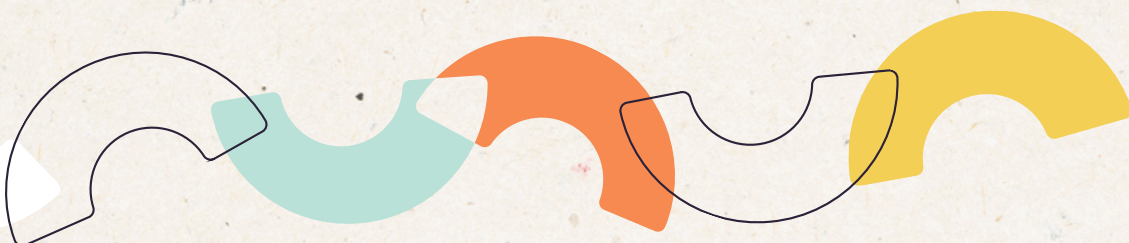
The person appointed to this post will be able to demonstrate that they have acquired, (or where appropriate have the potential to develop) the following:

Essential Criteria

- Experience of carrying out assessments to identify needs, risks, and appropriate outcomes.
- Understanding of safeguarding principles and responsibilities.
- Ability to gather, analyse, and record information clearly and accurately.
- Strong interpersonal and communication skills, including the ability to build rapport and work sensitively with people in challenging circumstances.
- Good organisational skills, with the ability to manage competing priorities and meet deadlines.
- Commitment to person-centred, strengths-based, and outcome-focused practice.
- Understanding of equality, diversity, and anti-discriminatory practice.
- Professional, calm, and resilient approach when working under pressure.
- Ability to use IT systems and case management databases.

Desirable Criteria

- Experience working within drug and alcohol services, housing, mental health, social work or related services
- Experience of attending or contributing to professional meetings or panels.
- Ability to manage challenging conversations and maintain professional boundaries.
- Ability to travel independently across Bristol (eg. by bike or car)



About BDP:

Bristol Drugs Project (BDP) has been supporting the people of Bristol around their drug and alcohol for the past 40 years. We are committed to providing accessible and appropriate support for anyone who needs it and to reduce the harms caused by drugs and/or alcohol. Workers at BDP come from diverse backgrounds and experiences, but all share a drive to make a difference in the lives of the people we work with.

Our Horizons Service:

Horizons is a brand new partnership that is delivering services to support people affected by drug and alcohol use in Bristol. We have partnered with Turning Point (who are lead provider) and seven other local and national providers: The Nelson Trust, Hawkspring, One 25, Southmead Development Trust, Southmead Project, Wellspring Settlement, and Release. As a partnership we draw on the expertise of all of the organisations involved to create a service that best meets the unique needs of the people we support.

What we offer:

- 27 days annual leave per annum, increasing by one day with each year of service to a maximum of 32 days, plus bank holidays
- Comprehensive Employee Assistance Program
- Thorough line management and reflective practice programme
- Extensive and ongoing training
- Cycle to work scheme

How to apply:

Download the job advert and description by visiting our Application Hub to find our application form and other useful information to support your application - <https://www.bdp.org.uk/get-involved/careers/application-hub/>

Please refer to the person specification available within the job description when completing your application.

Questions:

If you would like an informal chat about this role, please contact Paul Sargent on Paul.sargent@horizonsbristol.co.uk or 07928740398.

If you have questions regarding the application process or need some support in completing your application, please email recruitment@bdp.org.uk or call 0117 987 6001 and ask for recruitment

