

## The Forward Trust Job Description

<b>Position Title</b>	Dependency and Recovery Worker	<b>Reports to</b>	Team Leader
<b>Location: Thurrock Service and Laindon Basildon Probation Office</b>			

### Introducing Forward Trust

We are The Forward Trust (formerly RAPt and Blue Sky), the social enterprise with charitable status that empowers people to break the often interlinked cycles of crime and addiction to move forward with their lives. For more than 25 years we have been working with people to build positive and productive lives, whatever their past. We believe that anyone is capable of lasting change. Our services have supported thousands of people to make positive changes and build productive lives with a job, family, friends and a sense of community.

### Role/Team Overview

Evidence suggests that almost a third of those on community orders reported having mental health issues and/or substance misuse concerns and 35% reported having an alcohol problem which can often fuel criminal behaviour. It is recognised that vulnerable offenders in the community who receive appropriate specialist support and are successfully diverted into treatment programmes can successfully go on lead crime free lives. Ultimately helping to drive down reoffending rates and strengthening supervision to ensure compliance.

Contributing to the existing team is the Thurrock Treatment and Recovery Service; this post holder will have a special focus on clients under probation. The service will deliver client centred treatment using both harm reduction and abstinence based treatment approaches depending on the requirements of the individual client.

You will be required to advise magistrates and court probation teams on suitability for substance misuse requirements; namely, Alcohol Treatment Requirements (ATRs), Drug Rehabilitation Requirements (DRRs) and Drug Testing on Arrest (DToA). In addition, will support the provision of training and mentoring increasing levels of confidence and enhancing knowledge and skills within the probation workforce

Dependency and Recovery Practitioners will be integrated members of local Probation delivery.

They will have the following responsibilities:

- Providing a service to People on Probation in Police Investigation Centres
- Increasing Community Sentence Treatment Requirements (CSTR) for Drug Rehabilitation Requirement (DRR), Alcohol Treatment Requirement (ATR), Mental Health Treatment requirement (MHTR) and Alcohol Abstinence Monitoring Requirement (AAMR) including attending Magistrates' courts to provide suitability assessments –where needed and be available for attending Crown courts where necessary

- To hold a case load of a circa 15-20 clients but this could increase depending on the exact responsibilities in the different locations.

- To provide coverage and co-located services across the main probation office (inc courts and in reach services to local custodial establishments) and any satellite clinics / offices (days/times allocated to be agreed according to demand) The post will be subject to regular review and responsibilities may change as a result.

Flexibility will be required in this role, this may include some evening/weekend work with reasonable notice to deliver services, enabling continuity of care for the client group.

## **Accountabilities**

### **Service Delivery**

- Acting as the single point of contact for Substance Misuse services and Probation staff within the local offices within the PDU
- Carry out assessments risk/initial/comprehensive to inform treatment journeys for clients referred along CJ pathways.
- Carry out interventions relevant to individual client needs including 1:1 harm reduction sessions.
- Referring and working in partnerships with other agencies including training and employment and family support Services to ensure that all client needs are met.
- Coordinate and work alongside healthcare providers such as GPs to monitor and manage client health and minimising risks of harm.
- Develop and contribute to assessment and care planning of service users, supporting and coordinating their engagement with specialist agencies to address all their support needs.
- Attending regular review meetings with probation colleagues and cohort to update on progress
- Motivate client to engage with support services identified in care plan and risk assessment.
- Support clients with their care plan including referral to support services in the community, advice and guidance on housing, benefits and training and employment.

### **Administration**

- Ensure case management documentation is maintained to the expected audit standards.
- Ensure data capture forms are submitted in a timely manner in order to reflect outcomes on NDTMS.
- Complete and maintain care plans and assessments to the required standards, recording in real time (no later than 24 hours) and to ensure that those are reviewed at regular intervals to reflect the client's changing needs and risks
- Provide reports on outcomes to the service.
- In addition to the main case management system Illy you will also be requested to access/ utilise Delius and all relevant authority systems once available Performance Management

- Plan and manage your caseload effectively, making sure that clients are prioritised appropriately and seen in a timely manner.
- Ensure groups and programmes are facilitated and co-facilitated to the standard required by Forward and in accordance with any relevant manuals.
- Meet required KPI's to corresponding deadlines, as set out by the Service Manager.
- Review ongoing care and treatment liaising closely with healthcare and other agencies.
- Adopt a Reflective practice and make use of supervision to identify areas of strength and personal development needs. Departmental Management
- Proactively approach integrated ways of working support and adopt a multi-disciplinary approach.
- Meet targets and deadlines in accordance with contractual standards.
- Contribute to the overall smooth running of the service by being proactive and solution focused

### **Quality and Safety**

- Engage with regular service audits ensuring that any issues are escalated and addressed in a timely manner and good practice is effectively shared throughout the service to ensure continuous improvement.
- Alert management to any significant risks or problems arising in the course of managing and monitoring the services.
- Abide by all Forward's policies and procedures and encourage others to do the same.
- Work with the highest regard to health, safety and security in the workplace highlighting any risks (potential or actual) to the Service Manager and (where appropriate) the Head of Governance, in accordance with Forward's risk management protocols.
- Attend Regular Safeguarding Training refresher.
- Report any concerns related to Safeguarding of Adults and Children as per Forward policies and prison security.
- Ensure that information, including statistical data, for audit, research and reporting purposes, is effectively and efficiently collected, recorded and collated in the assigned area.
- Effectively manage information, particularly confidential information, within statutory duties and in accordance with best practice.
- Promote and ensure departmental compliance with all relevant legal, regulatory, and ethical responsibilities.
- Keep up to date technically on all relevant matters and strive for continuous professional development.

### **Systems and Policy**

- Use IT efficiently to support your role.
- Ensure you have agreed working protocols set between multi-disciplinary agencies and share information appropriately.

- Make full use of the information systems available to you such as Illy, Intranet, email.
- Work towards Forward's mission and values within current policies and good practice. Other
- Take on other reasonable tasks and responsibilities as deemed appropriate by Line Management

## Role Criteria

Below is a list of the criteria required to apply for this role; please address each of these points in your application.

Criteria Requirement	
E	Essential Criteria
D	Desirable Criteria
Criteria Measure	
A	Application
I	Interview
T	Test

Knowledge, Skills and Experience		
Experience of working within the substance misuse services, and with CJ clients	D	A
Experience of carrying out comprehensive assessments, risk management plans and the design and implementation of SMART care plans.	D	A/I
Experience of working with CJ agencies such as the police, probation, CRC and prisons.	D	A/I
Experience of delivering structured interventions to service users.	D	A/I
Experience of facilitating groups.	D	A
Using motivational interviewing techniques in both 1:1 and group settings.	D	A/I
Strong IT skills.	D	A/I
Understanding of continuity of care, holistic care needs and community services	D	A/I
Experience of promoting and supporting Equality and Diversity	D	A
Knowledge of the issues facing substance misusers	D	A/I
Knowledge of the criminal justice sector	D	A/I
Knowledge of the Recovery Agenda.	D	A/I
Knowledge of Safeguarding	D	A/I

A thorough knowledge of and commitment to the 12-step process of recovery from addiction.	D	A/I
Knowledge of Community support Services	D	A/I
Personal experience of addiction/imprisonment (People in recovery should have at least 3 years clean time. Ex-offenders should have been released at least 5 years ago).	D	A/I
Previous experience of working within a community or a prison setting.	D	A/I
Utilising clinical supervision.	D	A/I
Knowledge of NHS health and wellbeing outcomes.	D	A
<b>Personal Attributes</b>		
<b>Proactivity</b> – Quick thinking with a high level use of initiative	E	
<b>Resilience</b> – Solves problems, takes learning on board from mistakes to aid personal and professional growth	E	
<b>Adaptability</b> – Can work in fast-paced changing environments	E	
<b>Confidence</b> – Has confidence in own abilities, has good eye contact and able to communicate clearly and concisely	E	
<b>Team Work</b> – Works in harmony with colleagues to deliver results	E	
<b>Open to Feedback</b> - Open to constructive feedback in order to further develop	E	
<b>Innovative</b> – Continually searching for better ways of working	E	
<b>Qualification</b>		
Any qualification in substance misuse	D	A
Level 3 Diploma in Health and Social Care	D	A