

The Forward Trust Job Description

Position Title	Drug & Alcohol Practitioner	Reports to	Team Leader
Location: HMP Chelmsford			
Salary bands: £24,000 - £28,647			

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. In 2020 Forward Trust introduced an exciting addition to the services provided to include IAPT mental health services within our custodial establishment, as recognition of dual diagnosis in our client group and to support those with low level mental health issues access support to achieve change. We believe and are committed to providing opportunities to all people including those with 'Lived Experience' we encourage applications from all background including those in recovery from addiction, co-dependency or gambling, have experience of previous offending or homelessness.

Role/Team Overview

HMP Chelmsford is a busy local remand prison. The successful candidate will deliver client centred treatment using both harm reduction and abstinence based treatment approaches depending on the requirements of the individual client. Working within an integrated healthcare framework to provide support to prisoners with problematic substance misuse. Day to day you will be responsible for managing a caseload, providing appropriate harm reduction advice and guidance, assessments, and care plans; you will deliver structured 1:1 and group-work sessions on both Substance Misuse and Low Level Mental Health topics and provide transitional support from prison to the community to prepare service users for release.

You will be contributing to the targets set by Forward and the local commissioners additionally the role requires you to make case note entries and record information accurately. You may be requested to write progress reports for clients aimed at a specific audience, good quality written work will be expected in this role.

Through care and integration with other services is vital to this role; such as Transitional, Housing, Employment, Gym, Healthcare, Probation and external Drugs Intervention Teams are an essential element of the work to prepare for release.

Accountabilities

Service Delivery

- Carry out assessments risk/initial/comprehensive assessments to inform substance misuse treatment journeys.
- Carry out substance misuse and wellbeing interventions relevant to individual client needs, including 1:1 sessions and group work/programme facilitation.
- Develop and contribute to safe transition of Service users from custody into the community by conducting comprehensive release planning work
- Collaborate with colleagues across Forward Services with HMP Chelmsford and Essex area to ensure we contribute to the Continuity of Care Best practice framework

Performance Management

- Ensure substance misuse and mental health groups, and Health and Wellbeing programmes, are facilitated/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 Health and Wellbeing Manager.
- Plan and manage your Substance Misuse/Mental Health caseload effectively, making sure that clients are prioritised appropriately and seen in a timely manner.
- Review ongoing care and treatment liaising closely with other Health and Wellbeing agencies.

Departmental Management

- Proactively approach integrated ways of working and support and adopt a multidisciplinary approach.
- Meet targets and deadlines in accordance with Health and Wellbeing contractual standards.
- Contribute to the overall smooth running of the Health and Wellbeing service by being proactive and solution focused.

Quality and Safety

- Raise safeguarding concerns in a timely manner, including opening an ACCT document and taking part where appropriate in ACCT reviews for your clients.
- Actively input into multi-disciplinary reviews for clients who are receiving detoxification medication and follow up with any appropriate actions and documentation in a timely manner.

- Maintain client files in a clear, professional and legible fashion and ensure they are available for audit purposes.
- Alert the Team Leader to any significant risks or problems arising or observed within the Health & Wellbeing service the Health and Wellbeing service.
- Effectively manage information, particularly confidential information, within statutory duties and Information Governance policies.
- Promote and ensure departmental compliance with all relevant legal, regulatory, and ethical responsibilities.

Administration

- Ensure Health and Wellbeing 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 substance misuse / health and wellbeing care plans and assessments to the required standards.
- Provide reports on outcomes to the service.

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 P-Nomis, System-one, Intranet, email.

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		
Knowledge of the issues facing substance misusers and low-level mental health issues	E	A/I
Excellent experience of substance misuse and/or mental health work in a related field	E	A
Demonstrable experience of carrying out risk assessments, comprehensive assessments and the design and implementation of SMART care plans.	E	A/I/T
Significant experience of carrying out psychosocial interventions including using motivational interviewing techniques in both 1:1 and therapeutic group settings.	E	A/I
Knowledge of the criminal justice sector	E	A/I
Knowledge of the Recovery Agenda.	E	A
A thorough knowledge of and commitment to the 12-step process of recovery from addiction.	D	A/I
Experience of providing counselling / CBT services to prisoners, or those with Health and Wellbeing, or drug and / or alcohol problems	D	A
Personal experience of addiction/imprisonment (Addicts in recovery should have at least 3 years clean time. Ex-prisoners, should have been released at least 5 years ago).	D	A
Personal Attributes		
Proactivity – Quick thinking with a high level use of initiative	E	I
Resilience – Solves problems, takes learning on board from mistakes to aid personal and professional growth	E	I
Adaptability – Can work in fast-paced changing environments	E	I
Confidence – Has confidence in own abilities, has good eye contact and able to communicate clearly and concisely	E	I
Team Work – Works in harmony with colleagues to deliver results	E	A/I
Open to Feedback - Open to constructive feedback in order to further develop	E	I
Qualification		

A diploma in Health & Social Care or equivalent or relevant experience in a comparable role	E	A/I
Any Health and Wellbeing related qualification	D	A