**The Forward Trust Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title** | **Prison Release Recovery Worker**  | **Reports to** | **Service Manager** |

|  |
| --- |
| **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** |

The Substance Misuse Service at HMP Wormwood Scrubs is commissioned to deliver psychosocial interventions within an integrated healthcare framework known as the New Models of Care (NMOC). The team work in close partnership with healthcare services to deliver services across various functions including Early Days in Custody (EDiC), unscheduled care, planned care, release and resettlement. The service is based on site within the prison delivering interventions directly to service users aged 18 and over residing at HMP Wormwood Scrubs. This is a closed category men’s prison in the London Borough of Hammersmith and Fulham, West London.

The service takes a recovery orientated and trauma informed approach to delivery of holistic health and wellbeing interventions and various treatment programmes for those coming into the prison who experience drugs and/or alcohol misuse issues.

As Prison Release Recovery Worker you will coordinate and deliver transitional support to service users working as part of the substance misuse service at HMP Wormwood scrubs. You will work collaboratively with prison and healthcare partners to ensure ongoing support and continuity of care for service users leaving the custodial setting and play a key role in the release and resettlement function.

The Prison Release Recovery Worker co-ordinates transitional support (working both inside and outside of the prison setting) alongside the Recovery Workers based at HMP Wormwood Scrubs. In this role you will be expected to support service users prepare and transition back into the community after release for a period of up to 4 weeks ensuring effective continuity of care ‘Through the Gate’. The Prison Release Recovery Worker will build a network of partnerships with various agencies to provide comprehensive and supportive meet and greet/pick up services escorting service users directly into either residential rehabilitation facilities, introduction to community based treatment, criminal justice or other “wrap-around” services. This will involve lone working and the use of public transport to assist service users to attend community based appointments.

Working alongside the team of Recovery Workers, the Prison Release Recovery Worker will manage referrals, complete assessments of service user need and risk in preparation for release into the community with an aim of supporting them through the first 24 hours following release, assertively linking them into treatment and support resources, and mutual aid e.g. AA/NA meetings. A holistic release plan will be drawn up with the service user (in conjunction with prison based teams such as offender management and probation services) in order that all necessary referrals can be made prior to release and care pathways established for each individual service user. The role requires the delivery of interventions that promote and support various treatment pathways, involving both group facilitation and 1:1 working.

|  |
| --- |
| **Accountabilities** |

**Strategy**

 • Develop links with local housing providers to minimise the number of service users released with no fixed abode.

 • Liaise with medical services, where appropriate, to ensure service users have access to any necessary medical care upon release

• Provide advice and support to the Recovery Workers in their area in order to ensure the continuity of care for each service user who comes into contact with Forward service are met.

• Undertake assessments of service users in prison, to co-facilitate pre-release groups in order to develop comprehensive release plans for our service users.

• Develop links with other relevant agencies that offer aftercare support across England ensuring service users have access to appropriate support post-release regardless of their area of release.

• Liaise with drug treatment providers in the community, ensuring clear care pathways for service users leaving custody.

• Liaise with the Recovery Support services to ensure service users receive Meet and Greet support on their discharge from prisons or other units by escorting them to relevant appointments, or accommodation (rehab/detox/supported housing).

• Perform Meet and Greet functions for service users on release if required.

• Promote the service to colleagues, service users & other agencies in meetings, conferences or presentations.

• Provide, where appropriate, addiction education and harm reduction information to service users who require it to avoid risk of overdose on release.

• Participate in all staff meetings, support sessions, case conferences and supervision sessions as required by the line manager.

• Support the team to organise service user events like the reunion, focus groups, surveys, etc., as required.

**Service Delivery**

• Develop links with local housing providers to minimise the number of service users released with no fixed abode.

• Liaise with medical services, where appropriate, to ensure service users have access to any necessary medical care upon release

• Provide advice and support to Recovery Workers in their area in order to ensure the continuity of care for each service user who comes into contact with Forward service are met.

• Undertake assessments of service users in prison, to co-facilitate pre-release groups in order to develop comprehensive release plans for our service users.

• Develop links with other relevant agencies that offer aftercare support across England ensuring service users have access to appropriate support post-release regardless of their area of release.

• Liaise with drug treatment providers in the community, ensuring clear care pathways for service users leaving custody.

• Liaise with the Recovery Support services to ensure service users receive Meet and Greet support on their discharge from prisons or other units by escorting them to relevant appointments, or accommodation (rehab/detox/supported housing).

• Perform Meet and Greet functions for service users on release if required.

• Promote the service to colleagues, service users & other agencies in meetings, conferences or presentations.

• Provide, where appropriate, addiction education and harm reduction information to service users who require it to avoid risk of overdose on release.

• Participate in all staff meetings, support sessions, case conferences and supervision sessions as required by the line manager.

\• Support the team to organise service user events like the reunion, focus groups, surveys, etc., as required.

• Travel may be required across the country to support delivery of release pathways where necessary

**Performance Management**

• Ensure groups and one to ones are facilitated and carried out to the standard required by Forward.

• Meet required KPIs corresponding to deadlines, as set up by your line manager set in your supervisions and appraisal.

• Plan and manage your caseload effectively, prioritizing service users appropriately according to their needs and ensuring that they are seen in a timely manner.

• Review ongoing support by liaising closely with other agencies and teams in Forward. Departmental Management

• Proactively approach integrated ways of working support and adopt a multidisciplinary approach

• Meet targets and deadlines in accordance to contractual standards • Contribute to the Department targets.

• Actively contribute to team meetings.

**Quality and Safety**

• To ensure quality standards are maintained in the delivery of the service.

• Abide by 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.

• Ensure the department effectively and efficiently collect, record and collate information, including statistical data, for audit, research and reporting purposes.

• 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.

• To maintain working protocols with the prison teams.

**Systems and Policy**

• Use IT to support your role

• Follow Forward policies

• Ensure you have agreed working protocols set between multi-disciplinary agencies and share information appropriately.

• Work towards Forward’s mission and values within current policies and good practice Administration

• Record data on service users release and produce monthly reports for the Transitional Officers on a monthly basis

• Write comprehensive and relevant release care plans for our service users and record daily interaction with service users in database

• Support the Recovery support team in head office by keeping an up-to-date list of resources of agencies available in their local community, such as housing options, drug agencies, NA/AA meetings, sponsors, DIP teams, etc.

**Other**

• Take on other reasonable tasks and responsibilities as deemed appropriate by Line Manager

|  |
| --- |
| **Person Specification** |

**Below is a list of the qualities that we are looking for in applicants to this post. Please address each of these points in your application.**

**Criteria Requirement**

E Essential

D Desirable

**Criteria Measure**

A Application

I Interview

**Knowledge, Skills and Experience**

A thorough knowledge of Criminal Justice services E A/I

An understanding of the issues faced by those experiencing substance misuse treatment E A/I

Experience of providing interventions within a substance misuse service or other relevant healthcare setting E A/I

Managing own workload effectively to deadlines and targets. E A/I

Experience of Multi-disciplinary working including community based agencies E A/I

Good communication skills. E A/I

Good organisational and administrative skills, including IT skills. E A/I

The ability to set and hold sound professional boundaries. E A/I

Understanding of and commitment to, the principles of equal opportunity and service user confidentiality E A/I

**Personal Attributes**

Proactivity – Quick thinking with a high level use of initiative E A/I

Resilience – Solves problems, takes learning on board from mistakes to aid personal and professional growth E A/I

Adaptability – Can work in fast-paced changing environments E A/I

Confidence – Has confidence in own abilities, has good eye contact and able to communicate clearly and concisely E A/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 A/I

Innovative – Continually searching for better ways of working E A/I

**Qualification**

Level 2 Diploma in Health and social care or equivalent experience E A/I

Possession of a recognised counselling qualification or working towards D A/I