**The Forward Trust Job Description**

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| **Position Title** | **Health & Wellbeing Practitioner (HAWP) - HMP Millsike** | **Reports to** | **Connections Health & Wellbeing Manager** |

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| **Introducing Forward Trust** |

Forward Trust is a social justice charity that helps thousands of people to recover from addiction and mental health problems, leave behind crime, find jobs, homes, and a sense of belonging.

We campaign to change public attitudes and policy so that people, who are often written off by society, can access transformational support. We are proud to be the UK’s leading addiction recovery charity, desistance experts, homelessness and employment advocates, who improve public awareness and understanding by demonstrating the potential of people to recover and rebuild their lives.

**Vision for HMP Millsike:**

HMP Millsike involves a contemporary, evidence-based approach to prison delivery, which ensures the public are protected whilst we transform people’s lives. We will promote change through an ongoing rehabilitative environment and culture, empowering individuals to make self-determined choices and equipping them with the skills and emotional resilience to produce effective and long-lasting change.

A rehabilitative culture will be the helix structure of HMP Millsike’s DNA. HMP Millsike’s partnership with the University of Hull School for Criminology, Sociology and Policing to evaluate and continuously improve will enable us to become thought leaders in resettlement and reducing reoffending. HMP Millsike’s delivery partnership will provide significant employment opportunities fulfilling our ambition to become the prison with the highest number of work opportunities on release, with at least 26% of prisoners going directly into a job.

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| **Role/Team Overview** |

Forward Trust’s Connections Team at HMP Millsike will have responsibility for delivery of a core ‘Connections’ service including:

* Connections Visits
* Connections Family and Relationship Services
* Connections Health and Wellbeing and Substance Misuse Services

Forwards Connections Health & Wellbeing & Recovery Support Services in HMP Millsike is designed to deliver our ‘Health and Wellbeing’ Model of peer support across the whole prison.

Our approach draws from the ‘health promoting prison’ (WHO 1990) initiative which recognises health as not only determined by individual action and behaviour change, but by creating supportive environments and conditions for health in places that individuals interact.

Within this model, Health & Wellbeing Practitioners (HAWPs) will work alongside trained prisoner Health & Wellbeing Champions (HAWCs) to promote access to and deliver workshops on general healthcare and wellbeing alongside substance misuse provider services. Jointly, these roles will deliver a prison-wide health promotion calendar of events/activities for the year, working in partnership with other prison specialists e.g., gym and kitchen staff.

HAWPs will be managed by the Connections Health & Wellbeing Manager and expected to:

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| **Accountabilities** |

**Strategy**

* Work in partnership with healthcare providers to raise awareness about improving health outcomes for prisoners and their families.
* Work alongside and support HAWCs to deliver health promotion activities.
* Support the co-production of a prison-wide health promotion calendar of events/activities for the year, integrating with other prison specialists e.g., healthcare, gym and kitchen staff.
* Support the Connections Health and Wellbeing Manager in developing relationships with key stakeholders across HMP Millsike and with external agencies able to contribute to improved health outcomes for prisoners, whilst in custody and on release.
* Arranging pop-up health promotions days e.g., healthy eating, diabetes etc., across HMP Millsike and ensure that residents and families have access to health promotion materials.

**Service Delivery**

* Mentor/coach PSUs, working with them to take control of their circumstances and increase their motivation to make positive/lasting change. Create individual plans and manage progression.
* Advocate on behalf of PSUs and provide multi-agency support. HAWPs will maintain contact with third parties to gain information, represent PSUs and arrange help.
* Promote and enhance Wellbeing for both PSUs and staff, facilitating opportunities across the prison to support better wellbeing
* Liaise with Prison Offender Managers (POMs)/relevant prison functions/agencies if a risk of harm is presented.
* Provide additional support for PSUs who are struggling, and not coping well.
* Ensure there is a good range of Health and wellbeing activities available in each Residential Unit and central service areas, so all prisoners have an opportunity to engage. This will include evening and weekend provision.
* Deliver a wide range of interventions that support mental and physical wellbeing, and provide opportunities for social interaction and development of healthy hobbies and interests/relationships that can be continued on release to support resettlement.
* Oversee and support provision of Forward Trust’s wellbeing suite, incorporating in-person and digital wellbeing activities and support.
* Build a recovery culture across the prison.
* To complement and expand on existing provisions offered by healthcare and substance misuse providers.
* Host regular Health and Wellbeing days for PSUs and their families and significant others and staff.
* Carry out Health & Wellbeing interventions relevant to individual client needs, including 1:1 sessions and group work/programme facilitation.
* Develop and contribute to the general Health and Wellbeing care needs of service users, supporting them in the development of release-plans which are appropriate to their needs.
* Work in partnership with healthcare, substance misuse and mental health provision in the prison to avoid duplication and ensure complementary services.
* Support the co-ordination of staff or prisoner run wellbeing activities, such as yoga, meditation, social activities.

**Performance Management**

* Ensure Health and Wellbeing programmes, including any substance misuse, mental health groups, 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 Connections Health and Wellbeing Manager.
* Plan and manage your caseload effectively, making sure that clients are prioritised appropriately and seen in a timely manner.
* Review ongoing care and treatment liaising closely with healthcare and other Health and Wellbeing agencies.
* Adopt a reflective practice and make use of supervision/Quarterly Line Management Review (QLM) to identify areas of strength and personal development needs.
* Be a measured decision maker, who upholds Forward Trust and HMP Millsike values, and a recovery ethos in their decision making.

**Departmental Management**

* Proactively approach integrated ways of working, 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 diverse interventions as suitable and follow up with any appropriate actions and documentation in a timely manner.
* Maintain client files/digital records in a clear, professional and legible fashion and ensure they are available for audit purposes.
* Alert the Health & Wellbeing manager to any significant risks or problems arising or observed within the Health & 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 health and wellbeing care plans and assessments to the required standards.
* Provide reports on outcomes to the service where required to do so.

**Systems and Policy**

* Use IT efficiently to support your role.
* Make full use of the information systems available to you such as P-Nomis, System-one, Intranet, email etc.

**Other**

* Take on other reasonable tasks and responsibilities as deemed appropriate by Line Management
* Duties may be subject to changes

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| **Role Criteria**  |

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

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

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| **Knowledge, Skills & Experience**  |
| Knowledge of the issues facing service users in the criminal justice sector and commitment to the process of recovery from addiction and low-level mental health issues | Essential | ApplicationInterview |
| Excellent experience of substance misuse and/or mental health work in a related field | Essential | ApplicationInterview |
| Demonstrable experience of carrying out risk assessments, comprehensive assessments and the design and implementation of SMART recovery plans. | Essential | ApplicationInterview |
| Significant experience of carrying out health & wellbeing interventions including using motivational interviewing techniques in both 1:1 and therapeutic group settings  | Essential | ApplicationInterview |
| A grounded personality, including the ability to set and maintain professional boundaries | Essential | ApplicationInterview |
| Demonstrable ability to organise workload, ensuring effective time management and prioritisation to meet targets | Essential | ApplicationInterview |
| Understanding of, and commitment to the principles of equal opportunity and GDPR requirements including client confidentiality | Essential | ApplicationInterview |
| Experience of strong communication skills with people from a range of backgrounds in a sensitive, supportive and professional manner | Essential | ApplicationInterview |
| Flexibility to meet the needs of the service as it develops. | Essential | ApplicationInterview |
| A thorough knowledge of and commitment to the 12-step process of recovery from addiction. | Desirable | ApplicationInterview |
| Experience of providing counselling / CBT services to prisoners, or those with Health and Wellbeing, or drug and / or alcohol problems  | Desirable | ApplicationInterview |
| Personal experience of addiction/imprisonment (Those in recovery should have at least 3 years clean time. Ex-prisoners should have been released at least 5 years ago). | Desirable | ApplicationInterview |
| Knowledge of the criminal justice sector | Desirable | ApplicationInterview |
| **Personal Attributes** |  |  |
| **Proactivity** – Quick thinking with a high-level use of initiative | Essential | Interview |
| **Resilience** – Solves problems, takes learning on board from mistakes to aid personal and professional growth | Essential | Interview |
| **Adaptability** – Can work in fast-paced changing environments  | Essential | Interview |
| **Confidence** – Has confidence in own abilities, has good eye contact and able to communicate clearly and concisely | Essential | Interview |
| **Teamwork** – Works in harmony with colleagues to deliver results  | Essential | ApplicationInterview |
| **Open to Feedback** - Open to constructive feedback to further develop | Essential | Interview |
| **Innovative – Continually** searching for better ways of working | Essential | Interview |
| **Qualification** |  |  |
| A diploma in Health & Social Care or equivalent qualification in criminal justice. Relevant experience in a comparable role would be considered. | Essential | ApplicationInterview |
| Any Health and Wellbeing or Addictions related qualification | Desirable | Application Interview  |