



Forward Trust Job Description

Position Title	Day Programme Recovery Worker	Reports to	Senior Day Programme Recovery Worker
Location: East Kent			

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

Working within a community-based treatment setting to provide support to drug and alcohol users aged 18 and over (dependent on service). Services are designed to deliver an integrated combination of treatment interventions to meet the holistic needs of service users in the community-this includes clinical, psycho-social and wellbeing interventions for service users.

You will be delivering the Forward Trust's Substance Dependency Treatment Programme that uses the 12 Step Approach in a community day rehab setting. The role is based in the East Kent community drug and alcohol service and you will be responsible for contributing to the success of the day programme and supporting service users to make transformational change. The aim is to ensure adequate accessibility across East Kent for all service use therefore the role will entail both face to face and online delivery.

The role will require you to manage a case load of service users that are engaging with the programme, delivering frequent interventions and facilitating a structured programme on a daily basis. You will also be responsible for assessing service users and supporting their admission by working closely with Recovery Workers across the East Kent region.

Some flexibility of delivery may be required within the role which may include evening/weekend shifts depending on the individual service. You may also be required with reasonable notice to travel to other projects in your area to deliver services, enabling continuity of care for the client group.

Accountabilities

Service Delivery

- Promote the Day Programme across the East Kent region.
- Liaise and maintain productive relationships with Forward's East Kent teams to support referral and assessment stage, ensuring streamlined process for service users and colleagues.

- Complete programme assessments and psychometrics,
- Support the development of clear recovery pathways, including a 12 step programme in both face to face and online formats.
- Case manage service users accessing the day programme.
- Develop and establish links with other relevant agencies to ensure integrated and holistic approach.
- Facilitate interventions relevant to individual client need including 1:1 sessions and daily programme facilitation.

Performance Management

- Support when required with the recruitment and induction of sufficient peer support co-ordinators, apprentices and volunteers to deliver a strong recovery culture in all hubs.
- Work with the Senior Day Programme Recovery Worker and Team Leader to ensure the Recovery Support department's strategy and contractual targets are met.
- Meet targets and deadlines agreed with the line manager and in accordance with work plans and departmental standards.

Departmental Management

- Work with the highest regard to safety and to minimise risk, taking responsibility for the welfare and safety of employees, volunteers, service users and public in contact with The Forward Trust.
- Take on other reasonable tasks and responsibilities as deemed appropriate by Senior Day Programme Recovery Worker and Team Leader.

Quality and Safety

- Support the Senior Day Programme Recovery Worker and Team Leader 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 the Senior Day Programme Recovery Worker to any significant risks or problems arising in the course of managing and monitoring the services.
- Abide by all Forward Trust's policies and procedures and encourage others to do the same.
- 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.
- Work with the highest regard to health, safety and security in the workplace highlighting any risks (potential or actual) to Senior Day Programme Recovery Worker, Team Leader and (where appropriate) the Head of Governance, in accordance with The Forward Trust's risk management protocols.

Systems and Policy

- Work towards Forward's mission and values within current policies and good practice.
- Use the Case management system in the appropriate manner-ensuring records are up to date and all key milestones for are met such as TOPS, care plan reviews, medical reviews

and risk assessments and that documentation is maintained to the expected audit standards.

- Ensure that joint working policies are implemented and agreed with all relevant departments.

Other

- Undertake any other duties that may from time to time reasonably be requested.

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

Knowledge, Skills and Experience		
Flexibility to meet the needs of the service as it develops.	E	A/I
Carry out assessments, designing and implementing SMART care plans.	E	A/I
A positive problem solving approach with the ability to focus on key issues quickly and clearly.	E	A/I
Effective negotiating and influencing skills.	E	A/I
The ability to engage effectively with the service user group.	E	A/I
Understanding of and sensitivity to diversity and equality issues.	E	A/I
Working knowledge of using Microsoft office packages and video conferencing software and ability to support service users with digital literacy.	E	A/I
Understanding of 12 step approach.	E	A/I
Experience and knowledge of the range of psychosocial interventions including structured programme facilitation and how they benefit the service user group we work with.	E	A/I
Knowledge and experience of using client information management systems.	E	A/I
Personal experience of addiction/imprisonment.	D	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 2/3 Counselling qualification (or working towards)	E	A/I
Diploma in Health & Social Care or equivalent.	D	A/I