

The Forward Trust Job Description

Position Title	Mental Wellbeing Practitioner	Reports to	Service Manager or Team Leader
Location: HMP Chelmsford			

Introducing Forward Trust

We are The Forward Trust (formerly RAPt and Blue Sky), and for more than 25 years we have been working with people involved with crime and addiction to build positive and productive lives. Forward Trust now have over 70 projects with over 20,000 clients supported per year by staff and volunteers. We are proud that around 30% of our workforce have lived experience themselves and many of them have worked with us in the past. We believe that ANYONE is capable of change; do you?

Role/Team Overview

The Mental Wellbeing practitioner will operate across HMP Chelmsford, working with adults on an individual or group face-to-face basis, to enable the services to meet the complex and changing needs of people experiencing co-existing mental health and substance misuse issues.

As Mental Wellbeing Practitioner you'll be required to manage a caseload, provide advice and guidance, assess, care plan and refer where applicable. You may be asked to attend meetings with our multi-agency partners, to represent Forward Trust and report back on service updates.

You will be responsible for contributing to the targets set by Forward Trust and the local commissioners. One of the key targets will be measuring outcomes, so co-operative working relationships with other partner agencies is vital to this role. The post will be subject to regular review and responsibilities may change as a result.

Accountabilities

Strategy

- Take an active role in the implementation and achievement of Mental Wellbeing team objectives.
- Build strong relationships with, and makes full use of the support offered by, Senior Practitioners, Team Leaders, Management Team, and Head Office functions.

Service Delivery

- Carry out assessments to address risk and inform mental wellbeing treatment journeys.
- Carry out interventions relevant to individual client needs including 1:1 sessions and group work.
- Develop and contribute to the Mental Wellbeing care needs of service users, supporting them in the development of care plans which are appropriate to their needs.

Performance Management

- Ensure groups are facilitated and co-facilitated to the standard required by Forward Trust and in accordance with any relevant guidelines.
- Meet required targets to corresponding deadlines, as set out by the Seniors/ Team Leader.
- 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 agencies.

Departmental Management

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

- Be involved with regular service audits ensuring that any issues are addressed in a timely manner and good practice is effectively shared to ensure continuous improvement.
- Alert the Senior/ Team Leader to any significant risks or problems arising including health and safety.
- Abide by all Forward's policies and procedures and encourage others to do the same.
- Ensure that information, including statistical data, for audit, research and reporting purposes, is effectively recorded, collected and collated.
- 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.

Administration

- Ensure mental wellbeing case management documentation is inputted timely, is clear and to a high standard.
- 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
- Ensure data capture forms are submitted in a timely manner to reflect outcomes in line with the NICE guidelines, and NDTMS (National Drug Treatment Monitoring System) as required.
- Complete and maintain mental 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, SystemOne, 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 explain how you meet each of these points in your application.

Knowledge, Skills and Experience	Criteria Requirement
Experience of working within mental health or wellbeing services.	Essential
Knowledge of the criminal justice sector.	Desirable
Experience of carrying out assessments and collaboratively creating care plans	Desirable
Experience of delivering structured interventions to service users.	Desirable
Experience of facilitating therapeutic groups.	Desirable
Using motivational interviewing techniques in both 1:1 and group settings.	Desirable
Strong IT skills.	Desirable
Personal experience of addiction/imprisonment or mental ill health. (Addicts in recovery should have at least 3 years clean time. Ex-prisoners should have been released at least 5 years ago).	Desirable
Values	
To be non-judgemental and respect individuals equally	Essential
To empower people to make their own positive choices	Essential
To be committed to your clients and their journey	Essential
To treat everyone with dignity, compassion, and empathy	Essential
To believe that everyone has a right to access treatment	Essential

To recognise the importance of family relationships, whether positive or negative.	Essential
To believe in the importance of honesty, self-care, and self-improvement	Essential
Qualification	
Good standard of numeracy and literacy	Essential
A qualification in wellbeing or other relevant topic	Desirable