**The Forward Trust Job Description**

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| **Position Title** | Homelessness Substance Misuse Recovery Worker | **Reports to** | Team Leader HMP Brixton Substance Misuse Service and Riverside Service Manager |
| **Location:** Acre Lane, Brixton, Lambeth Community  |

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| **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.

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| **Role/Team Overview** |

Riverside is a group of complementary businesses driven by a clear social purpose, with a charitable housing association at its core. Established over 90 years ago, it has grown to become a major provider of affordable housing, care and support services in England and Scotland, with almost 56,000 homes in management. Operating at scale across over 160 local authorities, with a vision to transform the lives of the 90,000+ people it houses and revitalise the neighbourhoods in which they live. Riverside transforms lives by providing well maintained, good quality affordable housing whilst creating opportunities to increase household income through its programmes of employment, affordable warmth and money advice. Through its housing, care and support services it enables people facing a wide variety of challenging circumstances to lead more resilient and independent lives. Also, it revitalises neighbourhoods by building new homes, creating and maintaining green spaces and bringing people together through wide-ranging community engagement programmes.

This is a specialist role that will work alongside all relevant departments within the Riverside team located in Acre Lane, Brixton. Working within an integrated framework to provide support to homeless drug and alcohol users aged 18 and over. The roles main responsibilities will be to provide:

* Relapse prevention support
* Signposting referrals on to other agencies that can provide support
* Support and upskill the team through providing expert advice and substance misuse awareness training to the team at Riverside

Within a Trauma Informed Care (TIC) framework, you will deliver client centred support using both harm reduction and abstinence-based treatment approaches depending on the requirements of the individual client. You will be required to provide appropriate harm reduction advice and guidance, assess, care plan; deliver structured 1:1 and group-work sessions. Through-care and integration with other services such as Healthcare services, Probation and Housing Options Teams where required are an essential element of the work.

You will be responsible for contributing to the targets set by Forward and Riverside. One of the key targets will be measuring outcomes, so co-operative working relationships with other partner agencies is vital to this role.

Flexibility will be required in this role and may include some evening/weekend work.

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| **Accountabilities** |

**Strategy**

* Take an active role in the implementation and achievement of the new integrated homelessness support service
* Support the development of drug and alcohol support within a homelessness support framework
* Build strong relationships with, and makes full use of the support offered by, Line Management and Head Office functions.

**Service Delivery**

* Carry out assessments risk/initial/comprehensive to inform treatment and support journeys.
* Carry out interventions relevant to individual client needs including harm reduction, contingency management and 1:1 sessions.
* Work in conjunction with the CPN to support stabilisation where dual diagnosis has been identified.
* Support access to appropriate health care services such as T.B. and BBV testing and where needed utilise contingency management interventions.
* To support the co-ordination of inpatient and home detox services where offered.
* Referring and working in partnerships with other agencies including training and employment and family support Services to ensure that all client needs are met
* Coordinate and work alongside Health care to monitor and manage client health and minimising risks of harm
* Develop and contribute to assessment and care planning of service users, supporting and coordinating their engagement with specialist agencies to address all their support needs.
* Motivate client to engage with support services identified in care plan and risk assessment.
* Support client with their care plan including referral to support services in the community, advice and guidance on housing, benefits and training and employment.

**Performance Management**

* Ensure groups and programmes are facilitated and 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 Service 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 agencies.
* Adopt a Reflective practice and make use of supervision to identify areas of strength and personal development needs.

**Departmental Management**

* Proactively approach integrated ways of working support and adopt a multi-disciplinary 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**

* Engage 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 management to any significant risks or problems arising in the course of managing and monitoring the services.
* Abide by all 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 highlighting any risks (potential or actual) to the Service Manager and (where appropriate) the Head of Governance, in accordance with Forward’s risk management protocols.
* Attend Regular Safeguarding Training.
* Reports any concerns related to Safeguarding of Adults and Children as per Forward and Riverside policies.
* Ensure that information, including statistical data, for audit, research and reporting purposes, is effectively and efficiently collected, recorded and collated in the assigned area.
* 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.
* Carry out the second signatory process and oral swab testing in services where this is required.
* Keep up to date technically on all relevant matters and strive for continuous professional development

**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 In-Form, Illy, Intranet, email.
* Work towards Forward’s mission and values within current policies and good practice

**Administration**

* Ensure case management documentation is maintained to the expected audit standards.
* Where appropriate, ensure data capture forms are submitted in a timely manner in order to reflect outcomes on NDTMS.
* Complete and maintain care plans and assessments to the required standards. Ensure that those are reviewed at regular intervals to reflect the client’s changing needs and risks
* Provide reports on outcomes to the service.

**Other**

* Take on other reasonable tasks and responsibilities as deemed appropriate by Line Management

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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 and Experience**  |
| Experience of working within the substance misuse services. | E |  |
| Experience of carrying out comprehensive assessments, risk management plans and the design and implementation of SMART care plans. | E |  |
| Good experience of delivering harm reduction interventions | E |  |
| Experience of delivering structured interventions to service users. | E |  |
| Experience of facilitating groups. | E |  |
| Using motivational interviewing techniques in both 1:1 and group settings. | E |  |
| Strong IT skills. | E |  |
| Understanding of continuity of care, holistic care needs and community services | E |  |
| Knowledge of the issues facing substance misusers and people experiencing homelessness. | E |  |
| Knowledge of harm reduction relating to different substances, drug combinations, routes of use and interactions with different mental illnesses. | E |  |
| Knowledge of the Recovery Agenda. | E |  |
| Knowledge of Safeguarding  | E |  |
| A knowledge and understanding of Trauma Informed Care (TIC) and Psychologically Informed Environments (PIE) | D |  |
| Previous experience of working with people sleeping rough and experiencing homelessness | D |  |
| A thorough knowledge of and commitment to the 12-step process of recovery from addiction. | D |  |
| Knowledge of Community Support Services | D |  |
| Knowledge of the criminal justice sector  | D |  |
| 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 |  |
| Previous experience of working within a community or a prison setting. | D |  |
| Utilising clinical supervision. | D |  |
| Knowledge of NHS health and wellbeing outcomes. | D |  |
| **Personal Attributes** |  |  |
| **Proactivity** – Quick thinking with a high level use of initiative | E |  |
| **Resilience** – Solves problems, takes learning on board from mistakes to aid personal and professional growth | E |  |
| **Adaptability** – Can work in fast-paced changing environments  | E |  |
| **Confidence** – Has confidence in own abilities, has good eye contact and able to communicate clearly and concisely | E |  |
| **Team Work** – Works in harmony with colleagues to deliver results  | E |  |
| **Open to Feedback** - Open to constructive feedback in order to further develop | E |  |
| **Innovative** – Continually searching for better ways of working |  |  |
| **Inclusiveness**– Challenging negative attitudes towards people who are homeless, living with mental ill-health, or living in poverty |  |  |
| **Empowerment** – Preventing people from becoming homeless through the provision of timely and personalised support services |  |  |
| **Compassion** – Providing housing, education, employability and personal development support to the most vulnerable and isolated people in our communities |  |  |
| **Integrity**  |  |  |
| **Passion**  |  |  |
| **Qualification** |  |  |
| Any qualification in substance misuse and/or Health & Social Care | E |  |
| Nursing qualification | D |  |