



## The Forward Trust Job Description

<b>Position Title</b>	<b>Assertive Outreach Recovery Worker</b>	<b>Reports to</b>	<b>Service Manager/ Team Leader</b>
<b>Location: HMP Highdown</b>			

### 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.

The Forward Trust provide both clinical and psychosocial Substance Misuse Services across Surrey Prisons in partnership with NHS Trust healthcare providers. Each service operates a Health and Wellbeing framework taking a trauma informed and gender responsive approach to delivery of a wide variety of interventions and integrated pathways tailored to meet specific needs of each prison and individual service users. With pro-active partnership working a key aspect in the delivery of these services multi-disciplinary working across mental health, healthcare services and the prison is essential.

### Role/Team Overview

**The role will focus on proactively supporting individual's to positively engage with the service through social prescribing of activities in order to; reduce their sense of isolation, build pro-social connections, alleviate boredom, support their substance misuse treatment needs and improve wellbeing.**

You will be based on site working within a team that have a broad skills mix to deliver combined psychosocial and clinical interventions providing recovery-orientated Health and Wellbeing Services to service users aged 18 and over at: **HMP Highdown** a closed category adult male prison located in Banstead, Sutton.

This will involve working directly with those who are detained in the prison who may present low-level mental health needs and/or substance misuse issues. The service operates 7 days a week therefore weekend working will be a requirement on a rota basis.

#### **You will be responsible for:**

- Applying person-centred and strength-based practice to service user engagement
- Providing assertive outreach to those who may be experiencing problems with substance misuse and who may be hard to engage or ambivalent to services.
- Making proactive attempts to re-engage individuals who may have disengaged or have become disconnected from the health & wellbeing services.
- Developing and implementing a framework for needs that may be met through social prescribing
- Engaging with service users and peer mentors to identify service user groups to address social and emotional needs affecting health

- Providing brief advice, motivational interviewing and health coaching whilst having non-judgemental conversations tailored to individual need according to UK Health Security Agency (UKHSA)
- Promoting local services that may be available and developing a social prescribing directory
- Working in partnership to reduce health inequality and health promotion
- Providing a socially prescribed service, ensuring that local health and care professionals and link workers are aware of our service and its referral criteria
- Appropriate promotion and signposting of other services and agencies
- Planning, coordinating and delivering health promotion events
- Pro-actively engaging with other service providers, partners and service user groups
- Delivering bespoke health and wellbeing initiatives as part of social prescribing service offering
- Facilitating regular Service User engagement forums
- Leading in planning and delivering activities for staff and service users relating to health improvement
- Providing appropriate harm reduction advice and guidance, assessing, care planning
- Delivering structured 1:1 and group-work sessions including structured treatment programmes if relevant to the unit you are working in
- You may be required to complete second signatory duties and oral swab testing to support clinical treatment
- Through care and integration with other services such as Transitional, Housing, Employment, Gym, Healthcare, Probation and external Drugs Intervention Teams are an essential element of the work to prepare for release.

## Accountabilities

### Strategy

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

### Service Delivery

- Carry out assessments risk/initial/comprehensive assessments to inform treatment journeys
- Carry out interventions relevant to individual client needs, including 1:1 sessions and group work/programme facilitation
- Develop and contribute to the through care needs of service users, supporting them in the development of release plans which are appropriate to their needs.
- Support clinical services by carrying out second signatory duties

### Performance Management

- Ensure groups and Health and Wellbeing programmes are facilitated and co-facilitated to the standard required by Forward and in accordance with any relevant manuals.
- Meet required KPI's and targets to corresponding deadlines, as set out by management

- Plan and manage your caseload effectively, making sure clients are prioritised according to needs and release dates ensuring they are seen and relevant actions taken forward in a timely manner
- Review ongoing care and treatment with regards to Health and Wellbeing liaising closely with partner agencies to ensure needs of client are met

## **Departmental Management**

- Proactively approach integrated ways of working
- Adopt a multi-disciplinary approach and work seamlessly with Forward Trust central functions and external partners and providers
- 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 solution focused

## **Quality and Safety**

- Engage in audits and quality assurance processes ensuring that any actions or issues raised are addressed in a timely manner
- Ensure any good practice or learning is effectively shared throughout the health and wellbeing service to ensure continuous improvement
- Alert relevant managers or senior practitioners within health and wellbeing service to any significant risks or problems arising in the course of delivering service
- 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 Health and Wellbeing Manager and (where appropriate) the Head of Governance, in accordance with Forward's risk management protocols.
- Ensure that information, including statistical data, for audit, research and reporting purposes, is effectively and efficiently collected, recorded, shared and stored according to information management and data protection policy
- 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

## **Administration**

- Ensure all your 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 up to date Health and Wellbeing client forms and documentation including care plans and assessments to the required standards

## **Systems and Policy**

- Use IT efficiently to support your role
- Manage effective access and use of required systems e.g Forward Trust Intranet, System 1, Nebula, NDTMS, P-Nomis and others relevant to your role
- Ensure you work within set joint working protocols between multi-disciplinary agencies and share information appropriately

#### 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 address each of these points in your application.

Criteria Requirement	
<b>E</b>	<b>Essential Criteria</b>
<b>D</b>	<b>Desirable Criteria</b>
Criteria Measure	
<b>A</b>	<b>Application</b>
<b>I</b>	<b>Interview</b>
<b>T</b>	<b>Test</b>

Knowledge, Skills and Experience		
Experience of working with service user groups within front-line health services	E	A/I
Experience of working within mental health or substance misuse services	E	A/I
Strong IT skills	E	A/I/T
Experience of carrying out comprehensive assessments and the design and implementation of SMART care plans	D	A/I
Experience of delivering structured interventions	D	A/I
Experience of facilitating group work	D	A/I
Ability to use motivational interviewing techniques in both 1:1 and group settings	D	A/I
Experience of using CBT and/or motivational counselling skills	D	A/I
Knowledge of <b>the barriers</b> and issues faced by those experiencing substance dependency/misuse and/or low-level mental health issues	D	A
Understanding of the Health and Justice and national drug strategy e.g. From Harm to Hope	D	A
A thorough knowledge of 12-step treatment approach	D	A/I
Previous experience of working in a 12 step programme	D	A
Experience of providing support, advice and guidance services within a Health and Wellbeing framework	D	A/I

Personal experience of addiction/imprisonment (Addicts in recovery should have at least 3 years in recovery. Ex-prisoners should have been released at least 5 years ago)	D	A
Previous experience of working within a prison setting	D	A/I
<b>Personal Attributes</b>		
<b>Proactivity</b> – Quick thinking with a high level use of initiative	E	I
<b>Resilience</b> – Solves problems, takes learning on board from mistakes to aid personal and professional growth	E	I
<b>Adaptability</b> – Can work in fast-paced changing environments	E	I
<b>Confidence</b> – Has confidence in own abilities, has good eye contact and able to communicate clearly and concisely	E	I
<b>Team Work</b> – Works in harmony with colleagues to deliver results	E	A/I
<b>Open to Feedback</b> - Open to constructive feedback in order to further develop	E	I
<b>Qualifications</b>		
Level 3 Diploma in Health & Social Care, or equivalent	E	A
In possession of, or working towards a recognised counselling qualification	D	A
Relevant qualification to the field of mental health, substance misuse or social prescribing	D	A