



## The Forward Trust Job Description

<b>Position Title</b>	<b>Recovery Programme (Y Bont) Practitioner – HMP Swansea</b>	<b>Reports to</b>	<b>Team Leader</b>
<b>Region: Wales Prisons</b>			

### Introducing Forward Trust

Established since 1991, we are a social justice charity that supports people to recover from addiction or leave behind crime, helping them move on in life with family, friends, jobs, homes, and a sense of belonging.

We deliver Substance Misuse and Mental Health, Criminal Justice, and Employment services in over 80 prison and community settings across England and Wales, augmented by our unique range of Recovery & Belonging services.

We also campaign to change public attitudes and policy, so that more people feel able to ask for help in a society that believes in the power of second chances and long-term recovery.

### Role/Team Overview

Y Bont, is our award winning therapeutic 12 week abstinence based Recovery Programme that runs on the Incentivised Substance Free Living (ISFL) wing in the prison.

You will be working as part of a small team, making a real difference to men in custody who want to achieve abstinence and sustainable recovery.

Working alongside an integrated healthcare framework, to deliver psychosocial drug and alcohol interventions and accredited treatment programmes and support to men in custody aged 18 and over, that are identified as having an alcohol or drug problem and are motivated to change.

You will deliver client centred treatment using both harm reduction, trauma informed and abstinence based treatment approaches depending on the requirements of the individual client.

You will be required to manage a caseload, provide appropriate harm reduction advice and guidance, assess course suitability, develop and monitor client care plans and deliver structured 1:1 and group-work sessions including structured treatment programmes.

You will also work alongside other services such as Recovery Support, Forward Connect, Housing, Employment, Healthcare, Probation and external Drugs Intervention Teams to support preparation after programme completion and in preparation of release.

You will be responsible for contributing to the targets set by Forward Trust and local Wales HMPPS commissioners, including measuring impact of the programme on wellbeing indicators and positive outcomes, so co-operative working relationships with other partner agencies is vital to this role.

Flexibility will be required, which may include supporting other projects in South Wales to deliver services, enabling continuity of care for the client group.

## Accountabilities

Our core purpose is to break the cycle of crime and addiction and you play a key part in this. In practice, this means you will deliver tailored interventions based on your clients' individual requirements, working collaboratively with wing staff and HMPPS, as well as other departments across Forward Trust.

The ultimate aim is for our clients to successfully reintegrate back into society with plenty of recovery and wellbeing capital to build on after release.

Day to day you will deliver structured 1:1 and group-work sessions to men that have been assessed as suitable for the programme and are living on the ISFL wing.

Our success is based around targets and measuring the effectiveness of our work, so accurate and timely recording of data and case notes, will be a vital part of your role.

It is desirable that you can speak Welsh, although not essential.

We value lived experience and actively seek to employ people with experience of recovery and / or the criminal justice system. *People in recovery should ideally have at least 3 years clean time and it have been at least 5 years since leaving custody.*

This role is subject to enhanced DBS and HMPPS vetting clearance .

The role is based at HMP Swansea but there may be an operational need to occasionally cover provision at other locations such as HMP Cardiff, Usk, Parc and Prescoed and in the community..

## Service Delivery

- Carry out risk/initial/mid point/end point comprehensive assessments to assess suitability for the programme and inform ongoing individual treatment journeys.
- Co-facilitate the Y Bont programme, in cycles of several cohorts a year.
- Monitor and evaluate success and impact of this, and identify opportunities for service improvements
- Carry out interventions relevant to individual client needs, including having regular 1:1 sessions with the clients you are supporting
- Undertake regular therapeutic group work and facilitation to mutual aid groups as required
- Support with organising graduation ceremonies and family events
- Support the Y Bont Team Leader to successfully deliver the programme

## Performance Management

- Facilitate substance misuse recovery and wellbeing group sessions to the standard required
- Meet required KPI's and targets to corresponding deadlines
- Plan and manage your caseload effectively, making sure clients are prioritised according to needs and release dates, and seen in a timely manner

- Review ongoing care and treatment liaising closely with partner agencies
- Adopt a multi-disciplinary approach and work seamlessly with other Forward Trust teams and partnership agencies

### Quality and Safety

- Ensure that information, including statistical data, for audit, research and reporting purposes, is effectively and efficiently collected, recorded and collated
- Ensure case management notes and records are accurate, timely and kept up to date
- Effectively manage information, particularly confidential information, within statutory duties and in accordance with best practice

### 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
- Complete and maintain substance misuse / health and wellbeing care plans and assessments to the required standards
- Capture client feedback and escalate any concerns to the Team Leader
- Take on other reasonable tasks and responsibilities as deemed appropriate by Line Management, including cover at other sites if required.

## Role Criteria

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.

Knowledge, Skills and Experience		
Speaks fluent Welsh	D	A/I/T
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 therapeutic groups	D	A/I
Use of motivational interviewing techniques in both 1:1 and group settings	D	A/I
Experience of using CBT and motivational counselling skills	D	A/I
Knowledge of the issues facing substance misusers and low level mental health service users	D	A
Understanding of the Recovery Agenda	D	A
A thorough knowledge of and commitment to the 12-step process of recovery from addiction	D	A/I
Previous experience of working in a 12 step primary care programme	D	A
Experience of providing counselling services to prisoners, or those with Health and Wellbeing, or drug and/or alcohol problems	D	A/I
Personal experience of addiction/imprisonment (People in recovery should have at least 3 years clean time and it have been at least 5 years since leaving custody, - Role is subject to enhanced DBS and HMPPS vetting clearance)	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>Qualification</b>		
Level 3 Diploma in Health & Social Care, or equivalent	D	A
Possession of, or working towards a recognised counselling qualification	D	A
Relevant qualification to the field of mental health or substance misuse	E	A