



The Forward Trust Job Description

Position Title	Unplanned Release Co-ordinator	Reports to	Service Manager
Location: HMP Brixton			

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

You will be based on site working within a team that have a broad skills mix providing recovery-orientated Health and Wellbeing Services to service users aged 18 and over at: **HMP Brixton**. HMP Brixton is a dynamic and forward-thinking prison which accommodates a diverse and complex population of individuals both sentenced and/or remanded from courts across London. Services are designed to deliver psychosocial interventions and accredited group programmes.

This role aims to offer transitional support (working both inside and outside of the prison setting) for those engaged with Substance Misuse team at HMP Brixton. In this role you will be expected to support service users make responsive arrangements on release ensuring effective continuity of care.

As unplanned release coordinator you will focus on enabling continuity of care specifically for service users upon 'unplanned release'. This definition includes both releases with short term notification (recalls/bail release/HDC etc.) and those attending court who are discharged on the day.

Duties & accountabilities:

- Notification and liaison with a broad range of community services and areas to alert to service user discharge from prison
- Contingency planning for ongoing care and treatment for service users unexpectedly release from prison
- Ensuring needs met with regards to ongoing prescribing on release and at weekends where service users do not have prearranged appointments or release plans in place
- Establishing a single point of contact for the service relating to short notification release
- Offering support and transitional care to service users that support and encourage ongoing engagement in treatment
- Bridging the gap in terms of communication and information provided to service user regarding ongoing treatment options and arrangements

- Building better links with courts, community providers, the prison offender management and release/reception teams to ensure smoother transition of care where there is the potential for release (either short term recall, recalculation of sentence or court discharge)
- To contribute to the development of a pathway of care for those being discharge from court
- To monitor court attendance lists daily and be prepared to respond to need as arising
- To work collaboratively with prison offender management teams and administrators to monitor sentence calculation outcomes for short term recalls (up to 28 days)
- Contribute to establishing more effective processes and relationships with community providers to reduced risk and use of bridging scripts (FP10s)

The role will be hybrid working, based mostly on site within HMP Brixton prison and providing outreach to courts and community services which will enable responsive action to be taken in making arrangements for ongoing care for service users who experience 'unplanned release'. There will be travel required and close working in partnership with prison and healthcare colleagues.

Please note a driving license and access to vehicle is essential to the role as you may be required to travel. (please note personal vehicle use will not be permitted for the purposes of escorting service users) Reasonable travel expenses will be covered by the organisation.

Accountabilities

Strategy

- Develop effective networks and links with courts and release/reception teams building effective communication pathways and systems for unplanned release.
- Liaise with medical services, where appropriate, to ensure service users have access to any necessary medical care upon release.
- Provide advice and support to the Health and Wellbeing practitioners in their area in order to ensure the continuity of care for each service user
- Develop links with other relevant agencies that offer aftercare support across England ensuring service users have access to appropriate support post-release regardless of their area of release.
- Provide, where appropriate, addiction education and harm reduction information to service users who require it to avoid risk of overdose on release.
- Participate in all staff meetings, support sessions, case conferences and supervision sessions as required by the line manager.
- Support the team to organise service user events like the reunion, focus groups, surveys, etc., as required.

Service Delivery

- Undertake assessments of service users in prison, to co-facilitate pre-release groups in order to develop comprehensive release plans for our service users.
- Liaise with drug treatment providers in the community, ensuring clear care pathways for service users leaving custody.
- Perform Meet and Greet functions for service users on release if required.

- Provide, where appropriate, addiction education and harm reduction information to service users who require it to avoid risk of overdose on release.
- Ensure ongoing treatment needs are met by community providers where service users are accessing medically assisted treatment e.g. arrangements made for FP10s
- Ensure relevant signposting and onward care for unplanned release arrangements are communicated to all relevant including service user where possible
- Travel may be required across the country to support delivery of release pathways where necessary

Performance Management

- Ensure all interventions (groups and one to ones) are facilitated and carried out to the standard required by Forward.
- Meet required KPIs corresponding to deadlines, as set up by your line manager set in your supervisions and appraisal.
- Plan and manage your caseload effectively, prioritizing service users appropriately according to their needs and ensuring that they are seen in a timely manner.
- Review ongoing support by liaising closely with other agencies and teams in Forward.
- Monitor relevant court and discharge lists daily to capture all unplanned release aspects

Departmental Management

- Proactively approach integrated ways of working support and adopt a multi-disciplinary approach
- Meet targets and deadlines in accordance to contractual standards
- Contribute to the Department targets.
- Actively contribute to team meetings.

Quality and Safety

- To ensure quality standards are maintained in the delivery of the service.
- Abide by 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.
- Ensure the department effectively and efficiently collect, record and collate information, including statistical data, for audit, research and reporting purposes.
- 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.
- To maintain working protocols with the prison teams.

Systems and Policy

- Use IT to support your role
- Follow Forward policies
- Ensure you have agreed working protocols set between multi-disciplinary agencies and share information appropriately.
- Work towards Forward's mission and values within current policies and good practice

Administration

- Record data on service users release and produce reports both monthly and weekly
- Write comprehensive and relevant release care plans for our service users and record daily interaction with service users on relevant case note systems (S1, Nebula, NOMIS etc.)
- Support the Recovery support team in head office by keeping an up-to-date list of resources of agencies available in their local community, such as housing options, drug agencies, NA/AA meetings, sponsors, DIP teams, etc.

Other

- Take on other reasonable tasks and responsibilities as deemed appropriate by Line Manager

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
T	Test

Knowledge, Skills and Experience		
A thorough knowledge of Criminal Justice services	E	A/I
An understanding of the issues faced by those experiencing substance misuse treatment	E	A/I
Experience of providing interventions within a substance misuse service or other relevant healthcare setting	E	A/I
Managing own workload effectively to deadlines and targets.	E	A/I
Experience of Multi-disciplinary working including community based agencies	E	A/I
Good organisational and communication skills.	E	A/I
Good organisational and administrative skills, including IT skills.	E	A/I

The ability to set and hold sound professional boundaries.	E	A/I
Understanding of and commitment to, the principles of equal opportunity and service user confidentiality	E	A/I
Driving licence and access to a car (to ensure travel between services within Surrey Region)	E	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 Diploma in Health and social care or equivalent experience	E	A/I
Possession of a recognised counselling qualification or working towards	D	A/I