**The Forward Trust Job Description**

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| **Position Title** | Health and Wellbeing Practitioner (Programmes) | **Reports to** | Team Leader/ Service manager |

# Introducing Forward Trust

We are The Forward Trust, the social enterprise that empowers people to break the cycle 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. We believe and are committed to providing opportunities to all people including those with ‘Lived Experience’ we encourage applications from all background including those in recovery from addiction, co-dependency or gambling, have experience of previous offending or homelessness.

# Role/Team Overview

You will be working as part of the Integrated Substance Misuse Service delivered by Forward Trust at HMP Send a female training prison. The service operates within an integrated health and well-being framework to provide support to those who identify having drug and alcohol issues. The Service is designed to deliver both psychosocial and clinical Interventions, this included the previously accredited RAPt Women’s Substance Dependence Treatment Programme (WSDTP), now formally known as ‘Footsteps in Recovery’. A 12-step intensive abstinence-based treatment programme.

In the role you will work alongside a team of case management Health and Wellbeing Practitioners supporting the delivery of client centred treatment using both harm reduction and abstinence-based treatment approaches, depending on need. You will manage a caseload, providing appropriate advice and guidance, conduct assessments, formulate, and deliver care plans involving both structured 1:1s and group-work sessions. Further to this you will work with a multi-agency approach to contribute to effective release planning and effective reintegration into the community alongside internal and external partnership agencies.

As programmes-based Health and Wellbeing Practitioner your role will be dedicated to the delivery of the services treatment programmes including intensive 12-step programme 'Footsteps in Recovery'. Group therapy, assignment review sessions, workshops, step lectures, and individual counselling all form part of an intensive daily treatment schedule.

You will also be responsible for contributing to the targets set by Forward and the local commissioners.

# Accountabilities

## Strategy

* Take an active role in the implementation and achievement of team objectives.
* 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 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.

## 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.

## 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

* 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 the Senior Practitioner to any significant risks or problems arising while 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.
* 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.
* 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, System-one, Intranet, email.

## Administration

* Ensure case management documentation is maintained to the expected audit standards.
* Ensure data capture forms are submitted in a timely manner to reflect outcomes on NDTMS.
* Complete and maintain care plans and assessments to the required standards.
* Provide reports on outcomes to the service.

## Other

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

# Person Specification

**Below is a list of the qualities that we are looking for in applicants to this post. Please address each of these points in your application.**

You will have well developed verbal skills and interpersonal group work facilitation skills to stimulate groups and clients, relating positively and empathetically.

**Essential**

* A thorough knowledge of and commitment to the 12-step process of recovery from addiction.
* Experience of providing counselling services to prisoners, or those with drug or alcohol problems
* Previous experience of working in a 12-step primary care programme.
* Experience of using CBT and motivational counselling skills
* Experience of carrying out comprehensive assessments and the design and implementation of SMART care plans.
* Possession of a recognised counselling qualification, or about to start or ongoing attendance on a recognised counselling course.

**Desirable**

* A Diploma in Health & Social Care or equivalent

# Forward’s Mission and Values

**Our vision**:

Is that anyone, whatever their history and circumstances, can find the help they need to turn away from a life of crime and/or addiction, to build a fulfilling and productive life with family, work and community, while inspiring and supporting others to follow the same path.

**Our mission**:

Is to bring lasting change to people’s lives, away from addiction and/or crime by delivering services that inspire the belief in a better life, and provide clear steps to achieve this change- bringing benefits to our service users, their families and communities.

**Our values**:

Underpin all of our work. They are at the heart of Forward- who we are, what we do and how we do it.

**Empowering:** We pride ourselves on treating others with care, respect and dignity, whether our clients, colleagues, supporters or partners. We believe in nurturing self-belief and independence to empower people to achieve their goals. Through the inspiration of others and by being honest and approachable we aim to support people to build the trust and courage to be the best they can be.

**Collaborative:** We seek out opportunities to collaborate with others, identifying common goals and complementary expertise and abilities. Through a respect for the strengths and differences of others; effective and open communication; and a commitment to remaining flexible in our approach, we strive to achieve the best outcomes together.

**Expert:** We approach problems using insights and evidence to find a solution. Our approaches are proven to work and make a positive impact. We are trusted experts, consistently delivering quality whilst remaining adaptable and resilient in the face of change.

**Courageous:** We are deeply committed to our work and ambitious in what we can achieve. We are unafraid to challenge or speak up if it’s needed to do the best work we can. We are courageous enough to not only embrace or generate change where it means we can make an even bigger difference, but also to take responsibility to play our part in delivering that change.

**Innovative:** We embrace creativity in all that we do. Whether seeking out new approaches, adapting and responding to changes around us, solving problems, engaging others or finding smart and cost effective ways of working, we actively look for innovative ideas and new solutions in our efforts to do our best.

# Competencies

**Self-Awareness/Management:** Sets, maintains and reflects on appropriate professional/personal boundaries within the workplace. Has the self-awareness to state accurately her/his personal responsibility and skill level.

**Relationship Building:** Builds strong, professional and positive relationships with all. Establishes a reputation for modelling trust and collaboration across Forward.

**Effective Communication:** Provides timely and high quality information to the appropriate people. Delivers open and clear expression of ideas and opinions, both face-to face and through written medium. Listens effectively and responds appropriately with others.

**Honesty and Integrity:** Interacts with others in a way that simulates trust and confidence; employs a set of behaviours based on a strong sense of fairness and discretion, honouring confidentiality and always acting in a manner consistent with the values of Forward.

**Open to Change:** Accepts that change will always be a feature of Forward: responds positively to new developments and adapts successfully to evolving circumstances and events.

**Positive Attitude:** Bases behaviour on a positive set of beliefs, demonstrating a “can do” mentality that seeks solutions and answers to situations; valued by others for her/his affirming and helpful working style.

**Commitment and Accountability:** Answerable for her/his own personal actions; understands the link between her/his own responsibilities and activities, as well as the broader organisational goals of Forward. Rises above personal circumstances and implements a plan of action when confronted by issues or problems.

**Creativity and Innovation:** Generates ideas about, and forms approaches to, the work s/he undertakes. Open-minded and considers how s/he can constantly refresh the way in which s/he carries out duties for Forward.