



## The Forward Trust Job Description

<b>Position Title</b>	<b>Wellbeing and Recovery Practitioner (Surrey Region)</b>	<b>Reports to</b>	<b>Service Manager/ Team Leader</b>
<b>Location: HMP Bronzefield</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.

### Role/Team Overview

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.

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/YOI Bronzefield located on Woodthorpe Road, Ashford TW15 3JZ**. HMP & YOI Bronzefield is a dynamic and forward-thinking women's prison which accommodates a diverse and complex population of women from courts across the South of England

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.

As a Health and Wellbeing Practitioner day-to-day you will be responsible for managing a caseload, providing appropriate harm reduction advice and guidance, conducting assessments and formulating and delivering care plans ensuring co-production with the service user. You will deliver structured 1:1s, facilitate group-work sessions and perform second signatory duties. You will be responsible for release planning and ensuring through-care arrangements for transitional support for those leaving the prison and returning to the community.

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

## 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

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