**The Forward Trust Job Description**

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| **Position Title** | **Trainee Health and Wellbeing Practitioner** | **Reports to** | **Service Manager/Team Leader** |
| **Location: HMP Send** | | | |

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| **Introducing Forward Trust’s Traineeship** |

As a Forward trust trainee, you will be employed on a fixed 12-month contract. The aim of the traineeship is to provide training and development that facilitates onward employment. Forward Trust aims where possible to recruit and maximise those with lived experience into these roles. During the traineeship you will be supported and given the opportunity to develop the skills and experience to apply for and move in to permanent jobs at the end of the 12-month Traineeship. All Trainees will be enrolled on an accredited training programme funded by The Forward Trust and will be invited to join the Forward Connect community.

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| **Overview** |

During the traineeship you will be assigned to a specific service unit anywhere within the business, such as: Prison Drug & Alcohol Services, Community Drug & Alcohol Services, Family Support, Recovery Resettlement, Housing Resettlement, Business Development and/or Central Services.

As part of the traineeship, you will be shadowing a member of the team and will be given guidance and support working through the various aspects of the role in the business unit you have been assigned to. The team member you will be shadowing will help ensure you are receiving the training and development needed to become competent in the role. You will receive regular reviews to ensure that you stay on track to successfully complete the traineeship and undertake the compulsory therapy as part of the traineeship. Part of your time on the traineeship will be spent working, gaining the practical experience and part studying towards achieving the qualification that has been assigned (subject to criteria).

The service operates 7 days a week therefore weekend working will be a requirement on a rota basis.

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| **Accountabilities** |

**Service Delivery**

* Trainees will receive specific training, mentoring and supervision, which will enable them to develop skills in:
* Carrying out risk/initial/comprehensive assessments to inform treatment journeys.
* Carrying out interventions relevant to individual client needs, including 1:1 sessions and group work/programme facilitation
* Supporting service users by developing appropriate release plans with them
* Co-facilitating groups and programmes to the standard required.
* Planning and managing your caseload effectively
* Reviewing ongoing care and treatment, including liaising closely with healthcare and other agencies
* Integrated ways of working
* Collecting and recording of data for audit, research, and reporting purposes.

**Performance Management**

* Co-facilitate substance misuse and mental health groups, and Wellbeing and Recovery programmes to the standard required.
* Develop an understanding of the team KPIs/targets and how you can contribute.
* Learn to plan and manage a caseload effectively. This includes reviewing ongoing care, release planning and working with partner agencies.
* Work towards integrated ways of working and support and adopting a multi-disciplinary approach.
* Contribute to targets and deadlines in line with contractual standards.

**Quality and Safety**

* Develop an awareness of how and when to alert the local management team to any significant risks or problems arising in the course of managing information, particularly confidential information, within statutory duties and in accordance with best practice.
* Develop the competencies required to carry out the second signatory process and oral swab testing in services where this is required.
* Administration
* Develop the skills required to ensure that case management documentation is maintained to the expected audit standards and all required monitoring forms are submitted on time.
* Develop the skills required to maintain substance misuse / health and wellbeing care plans and assessments to the required standards.

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| **Knowledge, Skills and Experience** | |
| If in recovery from addiction - over 2 years abstinence from all substances and a commitment to maintaining recovery | Essential \* |
| An understanding of the needs of vulnerable adults in recovery with experience of previous offending or homelessness | Essential |
| Understanding of, and commitment to, the principles of equal opportunity and client confidentiality | Essential |
| Able to manage own workload effectively to deadlines and targets. | Essential |
| An understanding of the needs of clients who are in or working towards recovery | Desirable |
| An ability to set and maintain professional boundaries. | Essential |
| Good organisational and communication skills | Essential |

**\*If applicable**

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| **Qualification** | |
| Commitment to the completion of a nationally recognised qualification (subject to criteria) | Essential |