



## The Forward Trust Job Description

<b>Position Title</b>	<b>Regional Health &amp; Wellbeing Practitioner</b>	<b>Reports to</b>	<b>Peripatetic Team Leader</b>
<b>Region: Surrey</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

You will be working within an integrated healthcare framework to provide support to prisoners aged 18 and over.

The team have a broad skills mix to deliver combined psychosocial and clinical interventions promoting holistic recovery and health and wellbeing to prisoners. This might include working with low-level mental health needs and/or substance misuse issues.

### Accountabilities

Our core purpose is to break the cycle of crime and you play a key part in bringing it to life. In practice, this means you will deliver tailored interventions based on your clients' individual requirements. That means thinking collaboratively and providing a seamless link into our clinical, family work, housing, employment, and recovery and reintegration services (to name a few), as well as collaborating with other agencies.

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

Day to day you will be delivering Health & Wellbeing interventions and structured programmes for service user cohorts across the region, namely: HMP Highdown, HMP Bronzefield, HMP Downview, HMP Coldingley and HMP Send. The flexible nature of this role means you will also support locations with additional needs such as carrying out assessments, second checking or other relevant duties to enable the smooth running of the service.

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.

### 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
- Support service users by developing appropriate release plans with them

## **Performance Management**

- Facilitate substance misuse and mental health groups, and Health & Wellbeing Recovery programmes to the standard required
- Meet required KPI's and targets to corresponding deadlines
- Review ongoing care and treatment liaising closely with partner agencies
- Adopt a multi-disciplinary approach and work seamlessly with other Forward teams and partnership agencies
- Support local services with gaps in service i.e. second checking or duty days

## **Quality and Safety**

- 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
- Carry out the second signatory process and oral swab testing in services where this is required

## **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 on NDTMS
- Complete and maintain substance misuse / health and wellbeing care plans and assessments to the required standards

## 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		
Experience of working within substance misuse services	E	A/I
Experience of delivering structured interventions and facilitating therapeutic groups to service users	E	A/I
Experience of delivering practical counselling skills	E	A/I
Knowledge of accredited treatment programmes	D	A/I
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 (Addicts in recovery should have at least 3 years clean time. Ex-prisoners should have been released at least 5 years ago)	D	A
Previous experience of working within a prison setting	D	A/I
Personal Attributes		
<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

Qualification		
Possession of a recognised counselling qualification	E	A
Relevant qualification to the field of mental health or substance misuse	D	A
Nursing qualifications	D	A