**The Forward Trust Job Description**

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| **Position Title**  | **Health and Wellbeing Practitioner** | **Reports to**  | **Team Leader / 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

The Substance Misuse Service at HMP Brixton is commissioned to deliver psychosocial interventions within an integrated healthcare framework known as the New Models of Care (NMOC). The team work in close partnership with healthcare services to deliver services across various functions including Early Days in Custody (EDiC), unscheduled care, planned care, release and resettlement. The service is based on site within the prison delivering interventions directly to service users aged 18 and over residing at HMP Brixton, a men’s C category resettlement prison in the London Borough of Lambeth, South London.

The service takes a recovery orientated and trauma informed approach to delivery of holistic health and wellbeing interventions and various treatment programmes for those coming into the prison who experience drugs and/or alcohol misuse issues. Working within an integrated healthcare framework to provide support to drug and alcohol users aged 18 and over (dependent on service). The Health and Wellbeing Services are designed to deliver Psychosocial Substance Misuse, Interventions and Accredited Treatment Programmes for offenders coming into prison that are identified as having an Alcohol or drug problem.

In the role ofHealth and Wellbeing Practitioneryou 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.

You will be required to manage a caseload, provide appropriate harm reduction advice and guidance, assess, care plan; deliver structured 1:1 and group-work sessions including structured treatment programmes if relevant to the unit you are working in. Through care and integration with other services such as Transitional, Housing, Employment, Gym, Healthcare, Probation and external Drugs Intervention Teams are an essential element of the work to prepare for release. You will be responsible for contributing to the targets set by Forward and the local commissioners.

Completion of, and commitment to the **Drug and Alcohol Workforce Development Programme (DAWFDP), is a mandatory requirement for all Health and Wellbeing Practitioners and Trainee’s**. The DAWFDP is a 12-month structured professional development programme aligned with the OHID capability framework that forms part of the essential training for the role. This must be undertaken at the earliest opportunity.

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

# 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, Senior Management and Head Office functions.

## Service Delivery

* Carry out assessments risk/initial/comprehensive to inform mental 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 Mental and 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 cofacilitated 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 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 managers and safeguarding leads to any significant risks or problems arising in the course of 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 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

## Administration

* Ensure 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 mental and care plans and assessments to the required standards.
* Provide reports on outcomes to the service.

## Systems and Policy

* 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, Systemone, Intranet, email.

## Other

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

# Role Criteria

**Below is a list of the criteria required to apply for this role; please address each of these points in your application.**

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| **Criteria Requirement**  |
| **E**  | **Essential Criteria**  |
| **D**  | **Desirable Criteria**  |
| **Criteria Measure**  |
| **A**  | **Application**  |
|  **I**  | **Interview**  |
| **T**  | **Test**  |

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| **Knowledge, Skills and Experience**  |  |  |
|  Knowledge of the criminal justice sector.   | E  | A/I  |
|  Knowledge of the issues facing substance misusers.   | E  | A/I  |

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| Knowledge of the Recovery Agenda.   |  |  |
|  Required Level 3 Counselling qualification   | E  | A/I  |
|  Relevant counselling knowledge and experience in the criminal justice sector   | E  | A/I  |
|  Experience of working within the substance misuse services.   | E  | A/I  |
|  Experience of carrying out comprehensive assessments and the design and implementation of SMART care plans.  | E  | A/I  |
|  Experience of delivering structured interventions to service users.   | E  | A/I  |
|  Experience of facilitating therapeutic groups.   | E  | A/I  |
|  Using motivational interviewing techniques in both 1:1 and group settings.   | E  | A/I  |
|  Strong IT skills.   | E  | A/I  |
|  Experience of using CBT and motivational counselling skills   | E  | A/I  |
|  A thorough knowledge of and commitment to the 12-step process of recovery from addiction.   | D  | A/I  |
|  Experience of providing counselling services to prisoners, or those with drug 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/I  |
|  Previous experience of working within a prison setting.   | D  | A/I  |
|  Previous experience of working in a 12 step primary care programme.  | D  | A/I  |
|  Utilising clinical supervision.   |  |  |
| **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**  |  | A/I |
|  A Diploma in Health & Social Care or equivalent  | E  | A/I  |
|  Possession of a recognised counselling qualification, or about to start or ongoing attendance on a recognised counselling course   | E  | A/I  |
|  Any qualification in substance misuse  | D  | A/I  |