

## The Forward Trust Job Description

| Position Title | Trainee Recovery Worker | Reports to | Team Leader |
|----------------|-------------------------|------------|-------------|
|                |                         |            |             |

### 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.

### Overview

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).

### Accountabilities

Trainees will receive specific training, mentoring and supervision which will enable them to develop skills in:

- Planning and managing a caseload effectively
- Reviewing ongoing care and treatment, liaising closely with healthcare and other agencies
- Co-facilitating groups and programmes to the standard required
- Multi-disciplinary and integrated ways of working
- Develop skills in the collection and recording of data for audit, research and reporting Purposes
- Carrying out assessments risk/initial/comprehensive to inform treatment journeys and interventions relevant to individual client needs including 1:1 sessions and group work/programme facilitation
- Contribute to the through care needs of service users, supporting them in the development of recovery plans which are appropriate to their needs
- Competencies required to carry out the second signatory process

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

## 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 ability to set and maintain professional boundaries                                                               | Essential   |
| Good organisational and communication skills                                                                         | Essential   |

\*If applicable

## Qualification

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