



The Forward Trust Job Description

Position Title	Recovery Champion	Reports to	BRIC Coordinator
Location: Southend-on-Sea, Essex			
Hours: Full Time (35 hours)			

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

An exciting opportunity to join the Recovery support team in Southend working closely with STARS recovery community. We are seeking an enthusiastic and empathetic individual who has a clear understanding of professional boundaries. Ideally you will have experience of recovery and the local recovery community.

This is a specialist role that will work alongside the BRIC coordinator and all southend team within a multi-agency setting, working to deliver support clients in the recovery support caseload.

The roles main responsibilities will be to:

- Carry a small caseload of recovery support clients
- Provide advice, to clients seeking recovery
- Work closely with the BRIC coordinator to develop effective pathways for recovery support in the communities
- Facilitate welcome PODS into recovery support
- Lived experience workshops
- Work closely with the BRIC coordinator to create service user involvement groups
- Facilitate recovery support groups
- Undertake a relevant training course

You will deliver client centred support using both harm reduction and abstinence-based treatment approaches depending on the requirements of the individual client. You will be required to provide appropriate harm reduction advice and guidance, assess, care plan; deliver structured 1:1 and group-work sessions for recovery support. Through care and integration with other services such as Probation are an essential element of the work.

You will be responsible for contributing to the targets set by Forward and the Recovery support and southend team. One of the key targets will be measuring outcomes, so co-operative working relationships with other partner agencies is vital to this role.

This role will cover a wide geographic area covering the whole of the Southend area.

Accountabilities

Strategy

- Take an active role in the implementation and achievement of the recovery support service
- Support the development of drug and alcohol recovery support
- Build strong relationships with communities and southend team, and makes full use of the support offered by Line Management.

Service Delivery

- Carry out recovery support assessments and support ongoing journeys
- Carry out interventions relevant to individual client needs including harm reduction, contingency management and 1:1 sessions.
- To support the co-ordination of treatment centre leavers.
- Provide a welcoming environment and consistent environment in open access areas
- Assist the BRIC coordinator and southend team with identifying recovery community links
- Develop and contribute to assessment and care planning of service users, supporting and coordinating their engagement with community agencies to address all their support needs.
- Motivate client to engage with support services identified in care plan and risk assessment.
- Support client with their care plan including referral to support services in the community, advice and guidance on housing, benefits and training and employment.

Performance Management

- Ensure groups and programmes are facilitated and co-facilitated to the standard required by Forward and in accordance with any relevant manuals.
- Meet required KPI's to corresponding deadlines, as set out by BRIC Co-ordinator and Southend Manager.
- Plan and manage your caseload effectively, making sure that clients are prioritised appropriately and seen in a timely manner.
- Review recovery support clients regularly
- Adopt a Reflective practice and make use of supervision to identify areas of strength and personal development needs.

Departmental Management

- Proactively approach integrated ways of working support and adopt a multi-disciplinary approach.
- Contribute to the overall smooth running of the recovery support service in Southend by being proactive and solution focused.

Quality and Safety

- Engage with regular supervisions/team meetings 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 management 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 Service Manager and (where appropriate) the Head of Governance, in accordance with Forward's risk management protocols.
- Attend Regular Safeguarding Training refresher
- Reports any concerns related to Safeguarding of Adults and Children as per Forward and Southend Council policies.
- 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.
- Keep up to date technically on all relevant matters and strive for continuous professional development

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 In-Form, Illy, Nebula ,Intranet, email.
- Work towards Forward's mission and values within current policies and good practice.

Administration

- Ensure case management documentation is maintained to the expected audit standards.
- Complete and maintain care plans and assessments to the required standards. Ensure that those are reviewed at regular intervals to reflect the client's changing needs and risks

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.

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

Knowledge, Skills and Experience		
Experience of working within the substance misuse services.	D	I
Experience of carrying out comprehensive assessments, risk management plans and the design and implementation of SMART care plans.	D	I
Experience of delivering harm reduction interventions	D	I
Experience of recovery	E	I
Experience of facilitating engaging in groups.	D	I
Using motivational interviewing techniques in both 1:1 and group settings.	D	I
Good IT skills.	D	I
Understanding of continuity of care, holistic care needs and community services	D	I
Knowledge of the issues facing substance misusers and people experiencing homelessness.	D	I
Knowledge of harm reduction relating to different substances, drug combinations, routes of use and interactions with different mental illnesses.	D	I
Knowledge of the Recovery Agenda.	D	I

Knowledge of Safeguarding	D	I
	D	I
A thorough knowledge of and commitment to the 12-step process of recovery from addiction.	D	I
Knowledge of Community Support Services	D	I
Knowledge of the criminal justice sector	D	I
Personal experience of addiction/imprisonment (Addicts in recovery should have at least 18 months/2 years clean time. Ex-prisoners should have been released at least 3 years ago).	D	I
Experience of recovery community/mutual aid groups	D	I
	D	I
	D	I
Personal Attributes		
Proactivity – Quick thinking with a high level use of initiative	D	I
Resilience – Solves problems, takes learning on board from mistakes to aid personal and professional growth	D	I
Adaptability – Can work in fast-paced changing environments	D	I
Confidence – Has confidence in own abilities, has good eye contact and able to communicate clearly and concisely	D	I
Team Work – Works in harmony with colleagues to deliver results	D	I
Open to Feedback - Open to constructive feedback in order to further develop	D	I
Innovative – Continually searching for better ways of working	D	I
Qualification		
Any qualification in substance misuse	D	I