

## The Forward Trust Job Description

Position Title	Supporting People on Probation Navigator	Reports to	Team Leader
<b>Location: Sussex</b>			

### Introducing Forward Trust

We are The Forward Trust, the social enterprise that empowers people to break the cycle 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 a team of practitioners and subcontractors, delivering Personal Well Being Services to support adult men and young men in the Criminal Justice system. The support is tailored to individual needs, delivering a range of programmes within the categories of Family and Significant others, Lifestyle and associates, Emotional Well Being and Social Inclusion

The Supporting People on Probation Navigator will deliver client centred support depending on the requirements of the individual client. You will be required to manage a caseload, provide appropriate advice and guidance, assess, care plan; deliver structured 1:1 and group-work sessions within the categories of the Personal Well Being Services. Transitional support from prison to the community via integrated working with other Health and Wellbeing agencies, both within the prison and in the community, is an essential element of the work to prepare service users for release.

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

Flexibility will be required in this role, this may include some evening/weekend shift and with reasonable notice to travel to other projects in your cluster to deliver Health and wellbeing services, enabling continuity of care for the client group.

### Accountabilities

#### Service Delivery

- Carry out assessments risk/initial/comprehensive assessments to inform support journeys.

- Carry out Interventions under the Personal Well Being umbrella relevant to individual client needs, including 1:1 sessions and group work/programme facilitation.
- Develop and contribute to the Probation support offered to clients.

## **Performance Management**

- Ensure Personal Well Being programmes, are facilitated/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 the Health and Wellbeing Manager.
- Plan and manage caseload effectively, making sure that clients are prioritised appropriately and seen in a timely manner.
- Review ongoing care and treatment liaising closely with other agencies.
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## **Departmental Management**

- Proactively approach integrated ways of working and support and adopt a multidisciplinary approach.
- Meet targets and deadlines in accordance with Personal Well Being contractual standards.
- Contribute to the overall smooth running of the Personal Well Being service by being proactive and solution focused.

## **Quality and Safety**

- Raise safeguarding concerns in a timely manner, including alerting Probation to any risks identified.
- Actively input into multi-disciplinary reviews for clients.
- Maintain client files in a clear, professional and legible fashion and ensure they are available for audit purposes.
- Alert the Team Leader to any significant risks or problems arising or observed within the Personal Wellbeing service.
- Effectively manage information, particularly confidential information, within statutory duties and Information Governance policies.
- Promote and ensure departmental compliance with all relevant legal, regulatory, and ethical responsibilities.

## **Administration**

- Ensure Supporting People on Probation case management documentation is maintained, to the expected audit standards.
- Ensure data capture forms are submitted in a timely manner.
- Complete and maintain wellbeing 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 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.

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

## Knowledge, Skills and Experience

Knowledge of the issues facing clients in the criminal justice sector.	E	A/I
Excellent experience of working in the Personal Well Being or related services such as Families, lifestyles, emotional well being and social inclusion.	E	A
Demonstrable experience of carrying out risk assessments, comprehensive assessments and the design and implementation of SMART care plans.	E	A/I/T

Significant experience of carrying out psychosocial interventions including using motivational interviewing techniques in both 1:1 and therapeutic group settings.	E	A/I
Knowledge of the criminal justice sector	E	A/I
Knowledge of the Recovery Agenda.	E	A
A thorough knowledge of and commitment to the 12-step process of recovery from addiction.	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
<b>Personal Attributes</b>		
<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
<b>Qualification</b>		
A diploma in Health & Social Care or equivalent or relevant experience in a comparable role	E	A/I
Any Health and Wellbeing related qualification	D	A