**The Forward Trust Job Description**

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| **Position Title** | **Desistance Navigator (CRN) - HMP Millsike** | **Reports to** | **Connections Desistance & Wellbeing Manager** |

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| **Introducing Forward Trust** |

Forward Trust is a social justice charity that helps thousands of people to recover from addiction and mental health problems, leave behind crime, find jobs, homes, and a sense of belonging.

We campaign to change public attitudes and policy so that people, who are often written off by society, can access transformational support. We are proud to be the UK’s leading addiction recovery charity, desistance experts, homelessness and employment advocates, who improve public awareness and understanding by demonstrating the potential of people to recover and rebuild their lives.

**Vision for HMP Millsike:**

HMP Millsike involves a contemporary, evidence-based approach to prison delivery, which ensures the public are protected whilst we transform people’s lives. We will promote change through an ongoing rehabilitative environment and culture, empowering individuals to make self-determined choices and equipping them with the skills and emotional resilience to produce effective and long-lasting change.

A rehabilitative culture will be the helix structure of HMP Millsike’s DNA. HMP Millsike’s partnership with the University of Hull School for Criminology, Sociology and Policing to evaluate and continuously improve will enable us to become thought leaders in resettlement and reducing reoffending. HMP Millsike’s delivery partnership will provide significant employment opportunities fulfilling our ambition to become the prison with the highest number of work opportunities on release, with at least 26% of prisoners going directly into a job.

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| **Role/Team Overview** |

Forward Trust’s Connections Team at HMP Millsike will have responsibility for delivery of a core ‘Connections’ service including:

* Connections Visits
* Connections Family and Relationship Services
* Connections Desistance and Wellbeing Services

As part of our Connections Team, you will help us to create a strong recovery ethos (or ‘ecosystem’) across the prison with a particular focus on our Designated Desistance Wing/ISFL.

Incentivised Substance Free Living (ISFL) – building on Forward’s experience of running ‘recovery wings’ in a variety of prisons.

Access to ‘Forward Connect – Forward’s added value ‘recovery community’ of former clients (ex-offenders and those in recovery) with nationwide membership of over 1,000.

1:1 support and complementary group workshops, such as resilience.

Recovery Themed Promotional Material - Wall-stencilled motivational messages and quotes, case study literature, videos and podcasts from Forward’s More Than My Past campaign.

The below above ‘Theory of Change’ demonstrates how Forward’s Connections Desistance and Wellbeing Team will support prisoner’s recovery in partnership with prison healthcare and substance misuse services. Our Connections Team will develop this partnership approach with healthcare and substance misuse providers to ensure highly effective, integrated working that has the prisoner at its centre.



We are looking for passionate and committed individuals with eagerness to work alongside colleagues within the Connections Health & Wellbeing and Connections Family & Relationships service provision and across HMP Millsike, to champion the ‘supporting & sustaining recovery’ (SSR) model.

SSR, at its core includes the ‘Recovery Village’ model (three stages: stabilisation/preparation (e.g. Stabilising OST, BBV Testing, Harm Minimisation); developing recovery longer programmes (e.g., Preparing for Abstinence Programme, Health Promotion, Peer Support, Relationships) and sustaining recovery (e.g. ISFL, Mutual Aid, Relapse Prevention, Employment, Complementary Therapies, Peer-Led Activities)).

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| **Accountabilities** |

**Strategy**

* Work in partnership with healthcare providers including substance misuse to create an ethos/ecosystem that fosters ‘Develop’ and ‘Prosper’.
* As above, take active role in jointly creating a strong recovery ethos (or ‘ecosystem’) across the prison with a particular focus on our Designated Recovery Wing (The Bridge Unit) as well as Recovery Zones, working with and alongside the separately commissioned Drug and Alcohol Service (part of Whole Healthcare).
* Where allocated, chair community meetings with residents and officers to discuss any issues/concerns on the Desistance Unit/ISFL.
* Provide additional interventions and activities to enhance the ISFL offer but in partnership with the substance misuse provider to avoid duplication.
* Support the Connections’ managers across HMP Millsike in developing relations with key stakeholders.

**Service Delivery**

* Carry a diverse caseload of Prisoner Service Users (PSUs), supporting them to navigate their desistance journey, building trust, and providing support/continuity of contact and signposting.
* Take responsibility for delivering structured 1-1, group work/virtual sessions where allocated.
* Carry out risk and initial/comprehensive assessments, develop and maintain action planning and complete sessions and end-of-service reports.
* Deliver both 1:1 sessions and group work/programme facilitation as identified on action plans thereby supporting PSUs in accessing key services to increase their recovery capital and accomplish their recovery objectives.
* Build and maintain effective working relationships, communication, and liaison with all stakeholders; including signposting to relevant agencies to enhance PSU access and support.
* Participate and contribute to key meetings such as team meetings and multi-disciplinary reviews sharing information appropriately.
* Build a recovery culture across the prison.
* Work in partnership where required with the Connections Family & Relationships Team to implement and/or address the Prisoners Convicted of Sexual Offences (PCoSO) pathway.
* Mentor/coach PSUs, working with them to take control of their circumstances and increase their motivation to make positive/lasting change. Create individual plans and manage progression.

**Performance Management**

* Ensure desistance, mental health groups, and Health and Wellbeing 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 your caseload effectively, making sure that clients are prioritised appropriately and seen in a timely manner.
* Review ongoing care and treatment liaising closely with other Health and Wellbeing agencies.
* Adopt a reflective practice and make use of supervision/Quarterly Line Management Review (QLM) to identify areas of strength and personal development needs.
* Be a measured decision maker, who upholds Forward Trust and HMP Millsike values, and a recovery ethos in their decision making.

**Departmental Management**

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

**Quality and Safety**

* Raise safeguarding concerns in a timely manner, including opening an ACCT document and taking part where appropriate in ACCT reviews for your clients.
* Actively input into multi-disciplinary reviews for clients who are receiving diverse interventions as suitable and follow up with any appropriate actions and documentation in a timely manner.
* Maintain client files/digital records in a clear, professional and legible fashion and ensure they are available for audit purposes.
* Alert the Health & Wellbeing manager to any significant risks or problems arising or observed within the Outreach Programmes/Health & 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 the case management documentation is maintained accurately and up-to-date, to the expected audit standards.
* Ensure data capture forms are submitted in a timely manner to reflect outcomes.
* Complete and maintain recovery plans and assessments to the required standards.
* Provide reports on outcomes to the service where required to do so.

**Systems and Policy**

* Use IT efficiently and within policy to support your role.
* Make full use of the information systems available to you such as P-Nomis, System-one, Intranet, email etc.
* Work towards Forward’s mission and values within current policies and good practice
* Report any issues relating to IT as per process
* Ensure during induction period you familiarise yourself with all Forward Trust policies
* Adhere to Forwards Code of Conduct and Safeguarding policies.
* Keep up to date with relevant legislation changes, best practice and read all communication received

**Values People and Promotes Change**

* Be aligned with The Forward Trust’s mission and values.
* Be educated about, skilled in delivery of, passionate and proud in their delivery of their services, interventions and desistance culture.
* Believes and lives the vision of ‘One Millsike’, takes colleagues and stakeholders with them as they deliver and develop services.
* Does what is right and not what is easy, avoids group think and challenges wrongdoing and where necessary, the status quo.
* Supports The Forward Trust EDI strategy; may become involved in an Employee Resource Group or other initiatives.
* Champion lived experience widely and meaningfully in all aspects of service design and delivery.

**Other**

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

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| **Role Criteria**  |

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

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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| **Knowledge, Skills & Experience**  |
| Knowledge of the issues facing service users in the criminal justice sector and commitment to the process of recovery from addiction and low-level mental health issues | Essential | ApplicationInterview |
| Excellent experience of criminal justice system and/or mental health work in a related field | Essential | ApplicationInterview |
| Demonstrable experience of carrying out risk assessments, comprehensive assessments and the design and implementation of SMART recovery plans. | Essential | ApplicationInterview |
| Experience of carrying out health & wellbeing interventions including using motivational interviewing techniques in both 1:1 and therapeutic group settings  | Essential | ApplicationInterview |
| A grounded personality, including the ability to set and maintain professional boundaries | Essential | ApplicationInterview |
| Demonstrable ability to organise workload, ensuring effective time management and prioritisation to meet targets | Essential | ApplicationInterview |
| Understanding of, and commitment to the principles of equal opportunity and GDPR requirements including client confidentiality | Essential | ApplicationInterview |
| Experience of strong communication skills with people from a range of backgrounds in a sensitive, supportive and professional manner | Essential | ApplicationInterview |
| Flexibility to meet the needs of the service as it develops. | Essential | ApplicationInterview |
| Commitment to the 12-step process of recovery from addiction. | Desirable | ApplicationInterview |
| Experience of providing counselling / CBT services to prisoners, or those with Health and Wellbeing, or drug and / or alcohol problems  | Desirable | ApplicationInterview |
| Personal experience of addiction/imprisonment (Those in recovery should have at least 3 years clean time. Ex-prisoners should have been released at least 5 years ago). | Desirable | ApplicationInterview |
| Knowledge and/or experience of group work delivery including therapeutic groups, training groups within the criminal justice sector | Desirable | ApplicationInterview |
| Working knowledge of Safeguarding and Hidden Harm | Desirable | ApplicationInterview |
| **Personal Attributes** |  |  |
| **Proactivity** – Quick thinking with a high-level use of initiative | Essential | Interview |
| **Resilience** – Solves problems, takes learning on board from mistakes to aid personal and professional growth | Essential | Interview |
| **Adaptability** – Can work in fast-paced changing environments  | Essential | Interview |
| **Confidence** – Has confidence in own abilities, has good eye contact and able to communicate clearly and concisely | Essential | Interview |
| **Teamwork** – Works in harmony with colleagues to deliver results  | Essential | ApplicationInterview |
| **Open to Feedback** - Open to constructive feedback to further develop | Essential | Interview |
| **Innovative – Continually** searching for better ways of working | Essential | Interview |
| **Qualification** |  |  |
| A diploma in Health & Social Care or equivalent qualification in criminal justice. Relevant experience in a comparable role would be considered including Therapeutic Group Work. | Desirable | ApplicationInterview |
| Any Counselling Qualification at Level 3 or above and/or willingness to engage in such would be considered.  | Desirable | Application Interview  |
| Any Health and Wellbeing or Recovery/ Oriented qualification including Addiction Studies. | Desirable | Application Interview  |