



## The Forward Trust Job Description

<b>Position Title</b>	<b>Health and Wellbeing Practitioner</b>	<b>Reports to</b>	<b>Team Leader</b>
<b>Location: Heathrow IRC</b>			

### 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.

We believe and are committed to providing opportunities to all people including those with 'Lived Experience' we encourage applications from all background including those in recovery from addiction, co-dependency or gambling, have experience of previous offending or homelessness.

### Role/Team Overview

Working within an integrated healthcare framework the Forward Trust provide the Substance Misuse Recovery Services at Heathrow IRC. The role is based on site at Heathrow Immigration Removal Centre.

As Health and Wellbeing Practitioner you will work as part of a team in supporting detainees holistically in relation to substance misuse, low-level mental health and overall health and wellbeing issues. Day to day you will be responsible for:

- Attending daily referral meetings & team huddles as required
- Attendance and contribution to multi-disciplinary reviews
- Complete assessments of need, risk management and recovery planning
- Caseload management and delivery of both group and 1:1 interventions
- Promotion and signposting of services
- Discharge and release planning to provide effective continuity of care
- Record keeping and case note entry in line with data protection and GDPR requirements
- Contribution to overall service improvement and organisational objectives
- Undertake relevant training and development

- Provide transitional support from the detention centre to the community to prepare service users for release or deportation.
- Report writing and engagement summaries for official purposes

Partnership and multi-disciplinary working is vital to this role and you will be required work collaboratively with other services such as Housing, Employment, Gym, Healthcare, Probation, specialist agencies and organisations both inside the detention centre and in the community.

## Accountabilities

### Service Delivery

- Carry out assessments risk/initial/comprehensive assessments to inform substance misuse treatment and mental health journeys.
- Carry out substance misuse and low level mental health interventions relevant to individual client needs, including 1:1 sessions and group work/programme facilitation.
- Develop and contribute to the Substance Misuse and general Health and Wellbeing care needs of service users, supporting them in the development of release-plans which are appropriate to their needs.

### Performance Management

- Ensure substance misuse and 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 Substance Misuse/Mental Health 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.

### Departmental Management

- Proactively approach integrated ways of working and 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 ACDT document and taking part where appropriate in ACDT reviews for your clients.
- Actively input into multi-disciplinary reviews for clients who are receiving detoxification medication and follow up with any appropriate actions and documentation in a timely manner.
- 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 Health & Wellbeing service the Health and 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 Health and Wellbeing 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 substance misuse / health and 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 DMS, 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.

Criteria Requirement	
E	Essential Criteria
D	Desirable Criteria

Criteria Measure	
A	Application
I	Interview
T	Test

Knowledge, Skills and Experience		
Experience of working within mental health or substance misuse service	D	A
Experience of working with and/or delivering interventions to adults with complex needs	D	A
Strong IT skills	E	A/I/T
Experience of carrying out comprehensive assessments and the design and implementation of SMART care plans	E	A/I
Experience of delivering structured interventions	E	A/I
Experience of facilitating group work	D	A/I
Ability to use motivational interviewing techniques in both 1:1 and group settings	D	A/I
Experience of using CBT and/or motivational counselling skills	D	A/I
Knowledge of the issues faced by those experiencing substance dependency/misuse and/or low level mental health issues	E	A/I
Understanding of the Health and Justice agenda and national drug strategy e.g. From Harm to Hope	D	A/I
An understanding of the needs of diverse service user groups and potential barriers they face and resources available to address their support needs	D	A/I
A thorough knowledge of treatment approaches within substance misuse services	D	A/I
Previous experience of working on a treatment programme	D	A
Experience of providing support, advice and guidance services within a Health and Wellbeing framework	D	A/I
Lived experience of addiction/criminal justice system (Those in recovery should have at least 3 years minimum. Ex-prisoners should have been released at least 5 years ago)	D	A
Previous experience of working within a prison/detention or other secure setting	D	A/I
A demonstrable commitment to promoting the values of equality, diversity and inclusion	E	

Knowledge of the Home Office legislation and policy relating to immigration and detention	D	A/I
An ability to deal sensitively and authentically with clients from a diverse range of backgrounds	D	A/I
Knowledge of issues faced by diverse populations and an understanding of how this can present within a secure/detention setting	D	A/I
<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>		
Level 3 Diploma in Health & Social Care, or equivalent	E	A
In possession of, or working towards a recognised counselling qualification	D	A
Other relevant qualification to the field of mental health or substance misuse or ED&I	D	A