**The Forward Trust Job Description**

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| **Position Title** | **Outreach Programme Practitioner (COPP) - 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 as well as Recovery Zones, working with and alongside the separately commissioned Drug and Alcohol Service (part of Whole Healthcare).

Our proposed desistance service includes:

* 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, as agreed with the substance misuse provider.
* 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 ‘Theory of Change’ demonstrates how Forward’s Connections Health and Wellbeing and Substance Misuse 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.



Outreach Programme Practitioners will be managed by the Connections Desistsance & Wellbeing Manager.

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. Harm Minimisation); developing recovery longer programmes (e.g., Preparing for 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’) helping to establish our Designated Desistance Wing, working with and alongside the separately commissioned Drug and Alcohol Service (part of Whole Healthcare).
* Ensure programmes are widely, timely and passionately promoted across HMP Millsike; to staff, Prisoner Service Users (PSUs) and other relevant stakeholders.
* Support the Connections’ managers across HMP Millsike in developing relations with key stakeholders.
* Ensure the provision of substance misuse/recovery programmes training to officers working on the Recovery Unit.
* Where allocated, chair community meetings with residents and officers to discuss any issues/concerns on the Recovery Unit.
* Provide additional interventions and activities to enhance the substance misuse offer but in partnership with the substance misuse provider to avoid duplication.

**Service Delivery**

* Deliver Forward Trust Accredited Programmes as stipulated in the delivery manuals.
* Ensure that substance misuse partners clearly understand referral pathways and are engaged with the PSUs journey while undertaking services.
* Identify appropriate PSUs for respective programmes, complete assessments, and support with 1-1 release planning sessions where appropriate.
* Provide relevant PSUs with one-to-one support while engaging in 12-step work
* Support Health & Wellbeing Champions (HAWCs), a prisoner role, with the delivery of ‘On Unit Groups’ ensuring inclusion of Peers in recovery using fellowship principles, shares and readings to help PSUs maintain their recovery.
* Work with the Desistance and Wellbeing Team & HAWCs to promote visible recovery (including visible recovery workshops) demonstrating through lived experience that recovery is possible to help instil hope and inspire PSUs.
* Engage with HAWCs to ensure effective provision of one-to-one structured sessions or informal check-ins for PSUs who are struggling to manage their recovery.
* Build a recovery culture across the prison.
* Deliver a wing-based outreach model across the prison where required, ensuring all prisoners have access to recovery support as required.
* 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.
* Advocate on behalf of PSUs and provide multi-agency support where appropriate.
* Ensure all relevant elements of the Desistance programme are being delivered (e.g.: engagement with a volunteer from Alcoholics Anonymous in the local community, ensuring PSUs attendance at weekly AA meetings, supporting PSUs with completion of Daily Reflection Diaries (DRD) and assignments, facilitate two one-hour group therapy sessions per week from Week Two to Five and link PSUs to aftercare services/additional treatment as required).

**Performance Management**

* Ensure substance misuse, 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 Outreach Programmes/Health and Wellbeing case management documentation is maintained, to the expected audit standards.
* Ensure data capture forms are submitted in a timely manner to reflect outcomes.
* Complete and maintain health and wellbeing care 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**

* Is aligned with The Forward Trust’s mission and values.
* Is 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.
* Champions 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 working in 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 issues | 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 |
| **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 related qualification | Desirable | Application Interview  |