



The Forward Trust Job Description

Position Title	Criminal Justice Recovery Worker	Reports to	Team Leader
Location: Medway			

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

Working within Medway RIVER Treatment and Recovery Services, you will provide specialist drug and alcohol support to adults aged 18 and over who have had contact with the criminal justice system and require support to address their substance use and improve their health, wellbeing and recovery outcomes.

Medway RIVER delivers integrated substance misuse treatment across Medway, offering a range of clinical, psychosocial and recovery-focused interventions. As a Criminal Justice Recovery Worker, you will work with individuals engaged through police custody, probation services, prisons, courts and other criminal justice pathways, supporting them to access and engage with treatment.

You will manage a caseload of service users, undertaking assessments, risk assessments and recovery planning. You will develop SMART care plans tailored to individual needs and deliver structured one-to-one and group interventions that promote recovery, reduce offending behaviour and minimise substance-related harm.

Through effective partnership working with criminal justice agencies and wider support services, including housing, employment, healthcare and social care providers, you will support service users to achieve positive outcomes and sustain long-term recovery.

The role requires flexibility to support service delivery across a range of community and criminal justice settings, including outreach locations, probation offices and prisons across Medway and Kent where required.

Accountabilities

In carrying out the above duties the post holder will:

Service Delivery

- Complete assessments, risk assessments and recovery plans with service users.
- Deliver structured one-to-one and group interventions.
- Provide harm reduction advice and promote recovery-focused outcomes.
- Support service users to engage with treatment and wider support services.
- Work collaboratively with criminal justice partners, including probation, police and prisons.

Caseload Management

- Manage and prioritise an active caseload.
- Review and update care plans and risk assessments regularly.
- Maintain regular contact with service users to support engagement and progression.

Partnership Working

- Develop positive working relationships with criminal justice and community partner agencies.
- Support through-care arrangements for individuals entering or leaving custody.
- Signpost and refer service users to appropriate support services, including housing, healthcare and employment.

Quality and Compliance

- Maintain accurate and timely case records.
- Ensure all work is completed in line with organisational policies, safeguarding procedures and contractual requirements.
- Contribute towards service performance targets and positive treatment outcomes.

Professional Practice

- Participate in supervision, training and team meetings.
- Maintain up-to-date knowledge of substance misuse, recovery and criminal justice interventions.
- Work flexibly across community and criminal justice settings to meet service needs.

This post is subject to a DBS check at an enhanced level.

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 with vulnerable adults in a health, social care, criminal justice or substance misuse setting	E	AI
Experience of carrying out assessments and developing SMART care or recovery plans	E	AI
Understanding of service users who have multiple and complex needs, including co-occurring conditions	E	AI
Experience of delivering one-to-one interventions and supporting behaviour change	E	AI
Ability to engage and motivate individuals with complex needs and multiple disadvantages	E	AI
Understanding of substance misuse, harm reduction and recovery approaches	E	AI
Good administrative, recording and reporting skills.	E	AI
Knowledge of safeguarding procedures applicable to children and vulnerable adults.	E	AI
Experience of managing and prioritising a caseload	D	AI
The ability to work with confidence and patience with clients unwilling to engage with services and those that exhibit challenging behaviour.	E	AI
Good level of IT literacy, including the ability to use IT systems, including Microsoft Office applications.	E	A
Experience of working within criminal justice services, including probation, prisons or police pathways	D	AI
Understanding of trauma-informed, recovery-orientated and person-centred approaches	D	AI
Experience of working within the substance misuse sector	D	AI
Knowledge of local services and geography	D	AI

Personal Attributes		
Proactivity – Quick thinking with a high level use of initiative	E	
Resilience – Solves problems, takes learning on board from mistakes to aid personal and professional growth	E	
Adaptability – Can work in fast-paced changing environments	E	
Confidence – Has confidence in own abilities, and able to communicate clearly and concisely	E	
Team Work – Works in harmony with colleagues to deliver results	E	
Open to Feedback - Open to constructive feedback in order to further develop	E	
Innovative – Continually searching for better ways of working	E	