

LINCOLNSHIRE ACTION TRUST

Post: Health and Wellbeing Practitioner
Responsible For: n/a
Line Manager: Senior Health and Wellbeing Practitioner
Location: Lincolnshire (base to be determined)

JOB PURPOSE

- To carry out comprehensive assessments for each individual referred;
- To develop effective, collaborative Personal Wellbeing intervention packages to meet the needs identified, and carry these out in conjunction with others as appropriate;
- To build strong and effective relationships with colleagues in the Probation Delivery Unit, and with key practitioners and agencies to support individuals accessing the service;
- To ensure individual and team KPI's are met;

KEY TASKS

Service Delivery

- To manage a client caseload, assessing the needs of individuals referred, agreeing SMART actions and delivering interventions to meet identified needs;
- To develop and deliver interventions to meet identified needs including 1:1 and group sessions;
- To promote the provision to relevant personnel within Probation to ensure appropriate referrals and identification of eligible individuals;
- To establish and nurture links with a wide range of support organisations and advocate on behalf of individual clients;
- To work with the highest regard to health, safety and security in the workplace;
- To effectively refer to other agencies, organisations and departments as needed, and monitor progression through such referrals including safeguarding reporting;
- Actively input into multi-disciplinary reviews for clients;
- To work with statutory agencies including National Probation Service, HM Prison Service, police and others, to contribute to management of risk and reduction of harm;
- Effectively manage information, particularly confidential information, within statutory duties and in accordance with best practice;
- Compliance with all relevant legal, regulatory, and ethical responsibilities;
- To ensure Matrix quality standards are adhered to;
- To ensure individual and team Personal Wellbeing contract KPI's are met;

Administration

- Ensure case management information is maintained in a timely manner to expected standards;
- Make appropriate and full use of IT solutions available to you;

Other

- To undertake any other duties which may reasonably be expected of this post;

Role Criteria

Knowledge Skills and Experience

Knowledge of issues faced by individuals involved in the criminal justice system	E	A/I
Experience of supporting Personal Wellbeing or related services including family support, lifestyles, emotional wellbeing	E	A/I
Experience of carrying out individual needs assessments, and the design and implementation of SMART action plans	E	A/I/T
Experience of delivering 1:1 and group interventions	E	A/I/T
Excellent problem solving and negotiation skills	E	A/I
Proficient IT skills	E	A
Personal experience of criminal justice system. (Licence ended / released from custody / community order ended at least 5 years ago).	D	A
Experience of working within the criminal justice sector	D	A

Personal Attributes

Organisational Skills	E	I
Self Motivated and able to motivate others	E	I
Competent oral and written skills when dealing with people at all levels	E	I
Solution focused approach	E	I
Able to develop and maintain positive relationships	E	A/I
Consistent recording and reporting skills	E	A/I
Able to work independently and as part of a team	E	A/I
Willingness to update own skills and knowledge through training and development opportunities	E	A
Flexibility of being employed by one organisation but working within a second.	E	A/I

Qualifications

A qualification in Advice and Guidance or Social Care at Level 4 or demonstrable experience in a comparable role	E	A/I
A Health and Wellbeing related qualification or comparable experience	D	A/I
Driving Licence and access to vehicle / ability to travel throughout area	E	A

Criteria Requirement:

E – Essential Criteria
D – Desirable Criteria

Criteria Measure

A – Application
I – Interview
T – Test