

AVON & WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST

KEY LOCAL INFORMATION

Job Title:	Clinical Services Administrator
Pay Band:	Band 3
Responsible to:	Team Leader
Base:	HMP Eastwood Park
Hours:	37.5hours

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The post holder requires prison security clearance to practice in this post

HMP Eastwood Park is an uncategorised women's prison that acts a local / remand as well as a resettlement jail. It receives clients from 9 counties, Wales and circa 74 courts. In practice this means it caters for the needs of women at all stages of the criminal justice process from those on remand / newly sentenced who may require stabilisation and detoxification from drugs / alcohol and / or may present with a complex and acute array of health and social care needs, through to more settled women who need assistance to plan a successful transfer at the end of sentence, back into the community.

Many of our clients have had traumatic pasts and so present with an array of complex issues some using self-harm as a means to manage their distress. Many are motivated to use their time in prison to understand the role trauma may have played in their feelings and behaviours and are keen to learn other ways of managing their distress.

Avon and Wiltshire Mental Health Partnership NHS Trust (AWP), along with partners Practice Plus Group (PPG), have been awarded the contract for Offender Healthcare Services in HMP Eastwood Park. Services will build upon AWP's successful provision of substance misuse, learning disabilities and mental health services over more than two decades. Within this time, the prison has developed significantly. Standards have greatly improved across the prison estate and AWP are recognised as a provider of high quality, caring and innovative services.

This very positive reputation is primarily thanks to the staff who are working within the prisons, caring for prisoners on a daily basis. We are proud of the relationships we have built with our host prisons and work hard to maintain and develop a partnership approach to the development of services and care pathways for prisoners. We train and support staff to work safely and competently within custodial environments and recognise the specific skills and commitment that is needed in these roles. We believe that work in prisons provides great

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challenges and opportunities to make a real difference to a diverse and often complex client group.

The role of Administrator is pivotal to the smooth running of the Wellbeing Team(Psycho Social Substance Misuse and Mental Health Services) at Eastwood Park in supporting the Clinical Staff with a wide range of tasks and duties. There is ample opportunity for training and learning opportunities.

The role will be working with the Multi-Disciplinary Team made up of Consultant Psychiatrists, Clinical Psychologist, Registered and Non Registered Practitioners alongside PPG Healthcare colleagues as well as prison colleagues such as prison officers, education staff and Offender managers.