



Job Description

Job Title	Project Worker (Offenders)
Accountable to:	CEO
Reports to:	Project Manager
Grade :	£12.40
Hours:	37 hours per week
Work Location:	Various Locations across Derbyshire

Aims of the post

To provide a dedicated provision for women offenders in partnership with the offender managers at DLNR CRC. The service will provide rolling programmes of group support, including the Change programme, Healthy Emotions, Healthy relationships and Positive parenting, with the ultimate aim of reducing offending.

N.B extensive travelling throughout Derbyshire is a requirement of this role

Sign Date

Key Tasks and Responsibilities

- To form professional, supportive relationships with women offenders
- Organise and facilitate group sessions
- To liaise with relevant offender managers to establish a network of support for women
- Mentor and support service users
- Establish strong working relationships with colleagues in Probation
- Conduct assessments and risk assessment
- Provide intensive one to one support to individuals as required through assessment
- Work in partnership and support the work of Offender Managers
- To work some unsociable hours
- Attend meetings and case reviews
- Keep accurate records and file logs
- To keep up to date with new legislation, policy and practice developments in the service area
- To ensure that all work is effectively recorded and monitored in line with the projects requirements
- To operate as an effective member of the team delivering any support interventions at the direction of your line manager
- Adhere to policies and procedures and promote Health and Safety in the Workplace
- Any other duties as directed by your line manager in order deliver the outcomes of the project.
- Provide a gender specific service sensitive to the needs and diversity of all women in order to promote equality and avoid discrimination for service users and staff

PERSON SPECIFICATION

Job Title: Criminal Justice Support Worker
Base: Women's Work Derby City and Derby County Partners
Hours: 37 hours per week

1. Attainments/Qualification	
<p>Essential Qualified in a relevant field to a minimum of Level 3</p>	<p>Desirable Degree in Health & Social Care, Social work, Childcare, Management or Substance Misuse Qualification</p>
2. Skills	
<p>Essential Knowledge and understanding of drug treatment - Good interpersonal and all-round communication skills Evaluation and sound judgment skills Excellent written skills Managing own caseload Excellent IT skills Full driving License and use of car</p>	<p>Desirable Experience of working with disadvantaged clients</p>
3. Knowledge/Experience	
<p>Essential Experience in a social care field work with socially excluded client groups and families Experience in a similar role Understanding of the criminal justice system Knowledge of drug and alcohol harm reduction initiatives and health promotion Ability to work in partnership Develop and manage care plans</p>	<p>Desirable 2 years experience of multi-agency working Specialist knowledge of drug and alcohol issues Specialist knowledge of the Criminal Justice system Experience of supporting and advising Women and their families with complex issues</p>
4. Disposition	
<p>Essential Self-motivated & Confident Team player Tolerant Open and friendly</p>	<p>Desirable</p>
5. Circumstances/special Demands of Post	
<p>Essential Experience of supporting individuals with complex needs Demonstrate the ability to effectively work with people regardless of their ethnic, cultural, social backgrounds, their age, religious belief, disability and sexual orientation.</p>	<p>Desirable</p>

