



Job Description

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| Job Title | Criminal Justice Support Worker |
| Accountable to: | CEO |
| Reports to: | Project Co-ordinator |
| Grade : | £12.40 |
| Hours: | 18 hours per week |
| Work Location: | Derby City & Derbyshire |

Aims of the post

To provide integrated packages of support that meet the needs of women, specifically in relation to mental health, accommodation, skills and employment, drugs and alcohol, childcare, finance and debt and other issues that may contribute to the women's social exclusion and/or offending behaviour.

Support the development, delivery, and administration of the TurnAround Project as well as providing monitoring and evaluation information.

Key Tasks and Responsibilities

- To form professional, supportive relationships with women who may be offenders, ex-offenders, misuse substances or been involved in sex work, in order to enable them to identify their needs.
- To work with mainstream services outside of criminal justice such as social services and health, to facilitate women's access to specialist services and their integration into mainstream services.
- To liaise with relevant agencies to establish a network of support
- Mentor and support service users
- Establish working relationships with colleagues in relevant agencies
- To assist in the development of community links and inter-agency work.
- Provide intensive one to one support to individuals
- Raise awareness about substances, their use and effect
- Work in partnership and support the work of Offender Managers
- Conduct assessment and manage care plans
- Deliver interventions across the pathways for resettlement
- To work some unsociable hours
- To develop new and creative ways of addressing the support needs of vulnerable women
- 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 Derbyshire Partners
Hours: 18 hours per week

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| 1. Attainments/Qualification | |
| <p>Essential</p> <p>Qualified in a relevant field to a minimum of Level 3</p> | <p>Desirable</p> <p>Degree in Health & Social Care, Social work, Childcare, Management or Substance Misuse Qualification</p> |
| 2. Skills | |
| <p>Essential</p> <p>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</p> <p>Experience of working with disadvantaged clients</p> |
| 3. Knowledge/Experience | |
| <p>Essential</p> <p>Experience in a social care field work with socially excluded client groups 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</p> | <p>Desirable</p> <p>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</p> <p>Self-motivated & Confident Team player Tolerant Open and friendly</p> | <p>Desirable</p> |
| 5. Circumstances/special Demands of Post | |
| <p>Essential</p> <p>Experience of supporting individuals with complex needs Demonstrate the ability to effectively work with people regardless of their ethnic, cultural, social</p> | <p>Desirable</p> |

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| backgrounds, their age, religious belief, disability and sexual orientation. | |
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