



Job Description

Job Title:	Project Worker Turn Around Project
Work Location:	Derby City & Derby County Sites
Accountable to:	CEO
Reports to:	Project Co-ordinator
Grade :	£12.88 per hour
Hours:	37 hours per week Mon-Fri for Maternity Leave Cover

Aims of the post

To provide integrated packages of support that meet the needs of women, specifically in relation to mental health and emotional wellbeing, accommodation, education, training and employment, drug and alcohol abuse, finance, benefit and debt, family and significant other issues that may contribute to the women's social exclusion and/or offending behaviour.

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

General

- To operate as an effective member of the team
- 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 charity
- Promote equality and avoid discrimination for service users and staff
- Embrace the ethos of self-care

Sign Date

Key Tasks and Responsibilities

- To form professional, supportive relationships with females within the Criminal Justice System 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.
- 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
- Facilitate group workshops
- Raise awareness about substances, their use and effect
- Work in partnership and support the work of Probation Practitioners
- Conduct assessment and create action 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 project 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
- Adopt the ethos of self-care

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	
Essential Qualified in a relevant field to a minimum of Level 3	Desirable Degree in Health & Social Care, Social work, Childcare, Management or Substance Misuse Qualification
2. Skills	
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	Desirable Experience of working with disadvantaged clients
3. Knowledge/Experience	
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	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
4. Disposition	
Essential Self-motivated & Confident Team player Tolerant Open and friendly	Desirable
5. Circumstances/special Demands of Post	
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.	Desirable