



Job Description

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| Job Title: | Criminal Justice Worker |
| Job Grade: | A3 |
| Reports to: | Lead Practitioner/Service Manager/Area Manager |
| Direct reports: | N/A |
| Clearance required: | Enhanced DBS check and Police Vetting |
| Key stakeholders: | Service users, multi-disciplinary team members, family members, Service Managers, Area Managers. |

Workplace values

The post holder will be expected to live our workplace values which are:

- Honest: we are open and realistic, building trusted relationships in which we challenge, collaborate and change.
- Committed: we are passionate about being the best that we can be, and we do this by keeping people at the heart of everything that we do.
- Inventive: we are ambitious, drawing together skills and resources to innovate and adapt in determined pursuit of our mission.

Job Purpose

The role will provide holistic assessments and one to one support, taking into consideration the diverse needs of the individual, to ensure an appropriate and effective package of care is delivered, with an aim to reduce first time offending and prevent further offending.



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Key accountabilities:

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| 1. | Offer initiatives tailored to the individual needs of men and women, to prevent and reduce offending. |
| 2. | Manage a service user caseload, devising, implementing and reviewing on-going recovery plans, liaising closely with the full range of workers and skills within the service team, including family members and significant others as appropriate. |
| 3. | Continually assess the service users needs, deliver interventions and refer onto appropriate services. |
| 4. | Liaise with the referring agencies on client's attendance and give appropriate information regarding the client's progress. |
| 5. | Actively develop relations with Police, Liaison & Diversion, HM Courts, Probation, Housing, Community Agencies and HM Prisons ensuring robust engagement, referral protocols and care pathways are in place ensuring they receive appropriate support. |
| 6. | Carry out risk assessments, demonstrating effective actions and interventions are delivered and advice provided to minimise the risk/s identified, and contribute to the development and implementation of motivational individual care plan. |
| 7. | Maintain up to date accurate client records including contact notes, risk assessments, care plans and care plan reviews. |
| 8. | Offer a flexible service across the locality in partnership with Health, Social Care, Criminal Justice and concerned others. |
| 9. | Work with Mentors and Volunteers to provide advocacy/support to service users and foster a culture of peer support, leadership and family inclusion. |
| 10. | Undertake continuing professional development including participating in clinical supervision, performance reviews and attending training as/when required. |



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| 11. | Work in accordance with all relevant legislation, policies & procedures and guidelines – both internal and external. This includes Humankind's clinical governance framework. |
| 12. | Keep abreast of policy and professional development within your area of professional expertise. |
| 13. | Promote, adhere to and live our workplace values of being honest, committed and inventive. |
| 14. | Provide a full range of services in an outreach and in-reach capacity including satellites offices and in partnership with others. |

This Job Description is not definitive and outlines key accountabilities – colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out other duties to ensure achievement of company goals.



Person Specification

| Technical/ Professional Qualifications | Essential or Desirable |
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| NVQ Level 3 in Health & Social Care (or above or equivalent) or willing to work towards this in post. | E |
| Relevant professional qualification e.g. addiction studies, counselling, social work, therapeutic qualification. | D |
| Skills | Essential or Desirable |
| Proficient in Microsoft Office programmes. | E |
| Knowledge/ Previous Experience | Essential or Desirable |
| Understanding of and ability to implement interventions, including brief interventions MI, PSIs, CBT and ITEP. | E |
| Working with best practice frameworks e.g. NICE, DOH, NTA, NMC, Care Quality Commission & Caldicott Standards. | D |
| Carrying out assessment and recovery planning and risk management plans. | D |
| Delivering 1-2-1 therapeutic interventions. | D |
| Knowledge of working within Safeguarding and Hidden Harm. | D |
| Experience of working with carers and families. | E |



Person Specification

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| Knowledge and understanding of Criminal Justice Services, statutory orders and interventions. | | D |
| Competencies | | |
| Lead and Inspire | Defines the future direction of Humankind through identifying current and future challenges and longer-term opportunities. | |
| Create and Innovate | Takes a solutions-focused approach to the challenges we face as an organisation. Looks at new ways of working and responding innovatively with new ideas or developing current approaches to meet organisational needs. | |
| Developing Our Talent | Creates a positive and supportive environment in which individuals can grow and develop enabling them to realise their full potential. | |
| Impactful Communication | Shares information and presents ideas or themes clearly and convincingly so that others see us as open, transparent and credible, and want to engage with us. | |
| Delivering Results and Achieving Greatness | Focuses on our individual drive and personal focus to succeed in delivering against our key business objectives and targets. | |
| Service Excellence | Continues to build on Humankind's reputation within the industry, becoming a "provider of choice" recognised by external bodies as meeting the diverse needs of our customers and delivering the highest standards of service delivery. | |
| Working Together | Defines how we work with each other and our customers, partners, commissioners and stakeholders. | |