

## JOB DESCRIPTION

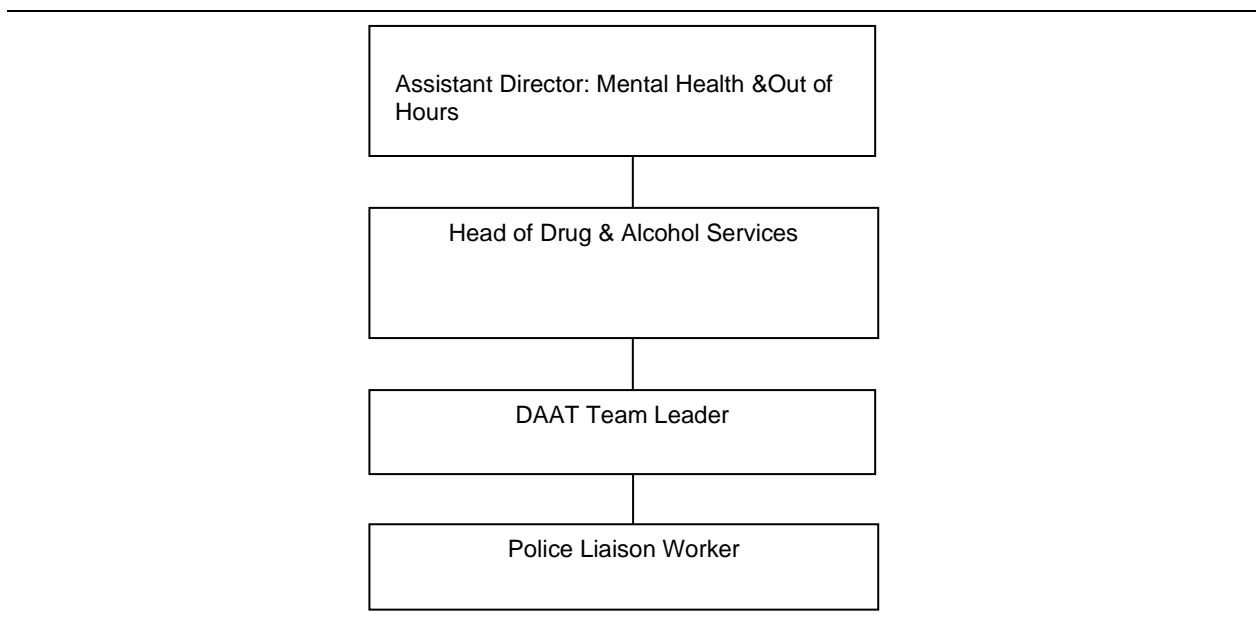


<b>Job Title</b>	POLICE LIAISON WORKER		
<b>Salary</b>	£23,541 - £28,672 plus LWA £626 per annum		
<b>Directorate:</b>	People	<b>Section/Location:</b>	New Hope
<b>Grade/Salary Range:</b>	BG-H SCP 15-24	<b>Work style:</b>	Free

### Key Objectives of the role

- Increase the number of IOMs in treatment and maintained in treatment to reduce the cycle of offending behaviour and harm caused to the community by providing intensive support for this cohort who reside in Bracknell Forest, Reading & Wokingham.
- Actively re-engage service users that DNA appts, supported by the Police Liaison Recovery Champion.
- Support the Police in any County Lines and/or cuckooing action to support those vulnerable into treatment e.g. warrants/operations

### Designation of post and position within departmental structure



## Daily and monthly responsibilities

---

- To carry out initial screening / assessments of persons detained in specified custody suite for drug and alcohol e.g. triage and comprehensive assessments, within a range of criminal justice settings including court, probation and prisons. To carry out risk assessments in accordance with organisational and local protocols and risk management plans to address and manage identified risks.
- Recognise indications of alcohol and drug misuse. Identify and establish contact with alcohol and drug (mis)users in a variety of criminal justice settings.
- Prioritise clients for intervention, coordinated with other custody functions and risk assessments
- Proactively sweep the cells to engage clients, maximising engagement of drug and alcohol misusing offenders
- Offer general information and harm reduction interventions to service users, including provision of alcohol interventions and brief advice and Naloxone as required.
- To create initial support plans with service users that addresses immediate need and provides a basis for further interventions.
- Attend relevant CJ meetings with key professionals when required e.g. MARAC, MAPPA.
- To make appropriate referrals to the relevant professionals on behalf of service users and liaise with the relevant area drug and alcohol service to maximise opportunities for engagement of offenders
- To identify the needs of carers and significant others, and signpost or refer to appropriate services.
- To conduct Drug Rehabilitation Requirement (DRR) / Alcohol Treatment Requirement (ATR) assessments.
- To write timely, accurate and succinct DRR/ATR reports (and draw up suitable treatment plans) for court and provide input into Pre-Sentence Reports.
- To develop a lead role, promoting networking with agencies in your lead area and developing specialist knowledge and or interventions as appropriate.
- To manage a caseload of service users, providing a range of interventions and care coordination. To support individuals on your caseload to attend court appearances and probation appointments to reduce the risk of them breaching their orders.
- To enter confidential data into both local and national data systems on the people using drug and alcohol services.
- To manage, collate and develop a report to monitor the effectiveness of the interventions offered ensuring regular reporting to the relevant commissioner as agreed.

## Scope of role

---

To ensure that high quality Substance Misuse recovery services are provided to people who are involved in criminal activities who live in Bracknell Forest in order to reduce re-offending rates.

There is no Budgetary or management responsibilities.

All employees working with children, young people and adults at risk have a responsibility for safeguarding and promoting their welfare.

---

*Such other duties as may from time to time be necessary, compatible with the nature of the post noted that the above list of main duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance.*



## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<p>NVQ 2/3 in Health &amp; Social Care or Equivalent Experience of Working in a Social Care environment</p> <p>Good Standard of Education – GCSE English and Maths, or equivalent.</p>	<p>Motivational Interview Training</p> <p>Cognitive Behaviour Therapy Training</p>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.</p> <p>Experience of working in a criminal justice, substance misuse field or relevant health &amp; social care position and an understanding of different agencies' roles in addressing the needs of service users involved in criminal activity.</p> <p>An understanding of drug and alcohol misuse and related issues such as offending behaviour and demonstrable experience of working with this client group.</p> <p>Working knowledge of complex needs including mental health issues, domestic violence, homelessness, sex working, Criminal Justice</p> <p>IT literate and competent in use of Word, Excel and In-house systems IAS, Smart Office.</p> <p>Previous experience of undertaking comprehensive assessments, risk assessment and developing and reviewing recovery plans within the substance misuse field</p> <p>Ability and experience to deliver substance misuse interventions both office based and out in the wider community</p>	<p>Knowledge of substance misuse and the impact of it on communities</p>

---

Awareness of the importance of confidentiality

Knowledge and understanding of anti-discriminatory practice.

Effective time management and attention to detail.

Ability to work in a pressured environment.

---

**Work-related  
Personal  
Requirements**

A flexible approach at all times.

Ability to work effectively within a team and to work using own initiative without supervision.

Able to work within a busy and demanding environment.

Maintain a professional attitude at all times.

Ability to communicate effectively with staff and the public.

Ability to work in a non-discriminatory way and within equal opportunities framework.

Ability to facilitate change and work with others

---

**Other Work  
Requirements**

Prepared to undertake training essential to carry out tasks required.

Full driving licence and access to a car

A satisfactory enhanced Disclosure and Barring Service Check.

The ability to attend meetings outside of core working hours and represent the Services

---

**KEY CRITERIA**

**ESSENTIAL**

**DESIRABLE**

**Role models and demonstrates the Council's values and behaviours**

**One Council**

Forward thinking & focus  
Open  
Respectful  
Working together  
Adaptable  
Resilient  
Determined

