

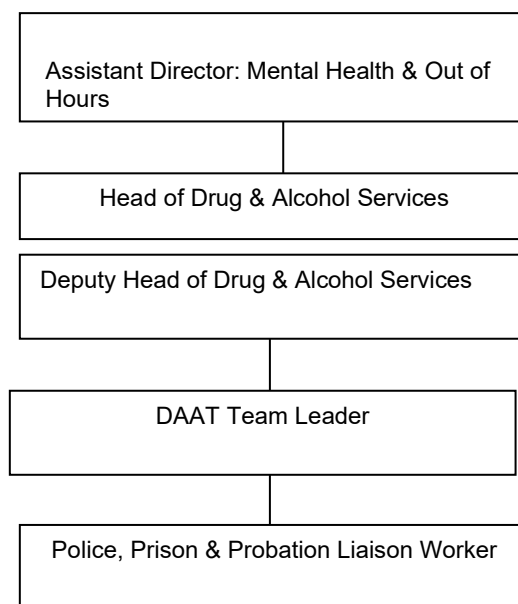
Job description

Job title:	Police, Prison and Probation Liaison Worker		
Directorate:	People	Salary:	£31,015 - £36,581 per year Plus £753 London Weighting and £963 Essential Car User Allowance
Section:	DAAT	Grade:	BG-H (SCP 15 – 24)
Location:	New Hope	Work style:	Hybrid

Key objectives of the role

- To contact, assess, refer and support drug and alcohol users in criminal justice settings (including courts, police stations, prisons and probation offices), outreach, the community and other appropriate settings in order to maximise their uptake of treatment services.
- To work closely with the National Probation Service and establish links to ensure that individuals on court orders and licences are provided with high quality advice, information and support to reduce the risks of them re-offending.
- To maintain contact with local individuals during custodial sentences, arrange visits and develop a clear plan in terms of their release which may include liaising with the Rough Sleepers Team and collection from the prison to ensure that first appointments are kept reducing the risk of drug and/or alcohol use, overdose and re-offending or re-call to custody.
- 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.
- Support the Police in any county lines and/or cuckooing action to support those vulnerable into treatment e.g., warrants/operations.
- Actively re-engage service users that do not attend appointments.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- To carry out initial assessments, 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 settings.
- Offer general information and harm reduction interventions to service users, including provision of alcohol interventions, 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.
- To make appropriate referrals to the relevant professionals on behalf of service users.
- 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 facilitate group programmes as per the needs of the service.
- 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 collect individuals at the end of their custodial sentence to support them to engage with services at the earliest opportunity.
- To enter confidential data into both local and national data systems of the people using drug and alcohol services.

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- To manage, collate and develop a report to monitor the effectiveness of the interventions offered ensuring regular reporting to the relevant commissioners as agreed.
 - Attend relevant meetings with key professionals when required including MARAC meetings.

Scope of role

To ensure that high quality substance misuse recovery services are provided to people who are involved in criminal activities and who live within Bracknell Forest, in order to reduce re-offending rates.

There is no budgetary responsibility.

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

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

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

Person specification

Key criteria	Essential	Desirable
Skills and qualifications	NVQ 2/3 in Health & Social Care or equivalent experience of working in a criminal justice/social care environment. Good standard of education – GCSE English and Maths, or equivalent.	Motivational interview training. Cognitive behaviour therapy training.
Competence summary (Knowledge, abilities, skills, experience)	Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare. A minimum of two years' experience of working in a criminal justice, substance misuse field or relevant health and social care position and an understanding of different agencies' roles in addressing the needs of service users involved in criminal activity. An understanding of drug and alcohol misuse and related issues such as offending behaviour and demonstrable experience of working with this client group. Working knowledge of complex needs including mental health issues, domestic violence, homelessness, sex working and criminal justice. IT literate and competent in use of Word, Excel and in-house systems, IAS and Smart Office. Previous experience of undertaking comprehensive assessments, risk assessment and developing and reviewing recovery plans within the substance misuse field. Ability and experience to deliver substance misuse interventions both office based and the wider community.	Knowledge of substance misuse and the impact of it on communities.

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**

The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.

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 maintaining 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**

A satisfactory enhanced Disclosure and Barring Service check.

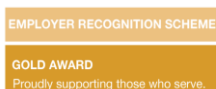
The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time.

This post is exempt from the Rehabilitation of Offenders Act 1974

Prepared to undertake training essential to carry out tasks required.

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

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Role models and demonstrates the Council's values and behaviours	Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities. We make our values real by demonstrating them in how we behave every day.
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All staff should hold a duty and commitment to observing the Council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and Council policies/procedures.