



JOB DESCRIPTION	
Job Title:	Criminal Justice Worker
NJC Scale Point:	NJC point 18
Hours:	<p>Full time (37.5 hours) – FTC 1 year</p> <p>Contracted hours and such additional hours as are required by the business from time to time.</p> <p>Usual office hours are between 9am- 5pm with a requirement to work flexibly to provide client services (usually 9-8pm). The post will require some weekend and/or evening work subject to the requirements of the service, the business and operational management.</p>
Annual Leave:	26 days plus statutory and bank holidays (1 additional day after each year of service, up to a maximum of 31 days).
Location:	Bristol area including Bristol HMP prison, Bristol North South and Central hubs and any other location reasonably requested by the organisation.

	A current valid UK driving licence and use of a car and willingness to use it for the purposes of this role, including the provision of business insurance is an essential requirement.
Pension:	Contributory pension scheme (employer's contribution 7% to a minimum 3% contribution from employee).
Accountable to:	Senior Criminal Justice Worker

Principle Purpose of the Job

Working as part of the South Gloucestershire Drug and Alcohol Service, the Criminal Justice Worker will support a whole-system approach with criminal justice partners to engaging people who use drugs into treatment and support their recovery. The role is embedded in the community treatment service, with a specific outreach and engagement remit to work across prison, police, Liaison and Diversion Schemes, Courts and Probation.

Key Duties and Responsibilities

1. To provide assessment in a range of different criminal justice settings and follow up support for clients referred for mandatory and voluntary assessments as part of police and court custody, 'test on arrest', Drug Rehabilitation Requirements (DRR)/Alcohol Treatment Requirements (ATR) and Integrated Offender Management (IOM).
2. To complete comprehensive holistic assessments and person centred support plans to identify client needs and level of intervention required.
3. To provide harm reduction advice & interventions for service users either accessing brief interventions, or structured support, including needle and syringe programmes, naloxone and BBV testing.
4. To provide 1:1 key working and psychosocial support including facilitating a person-centred package of support including housing related support, family support, social connections, physical and mental health issues.

5. To liaise with community treatment teams where pharmacological interventions are required including high dose transfers, opiate substitution treatment initiation and relapse prevention medication.
6. To enable signposting and referrals to specialist services to overcome any barrier to recovery and reintegration on returning to their local area e.g. DHI's counselling service, DHI's FAM service, housing support, West of England Works, Welfare Support Agencies
7. To provide prison in-reach services in partnership with peers and volunteers to brokering a package of support to enable early engagement with drug and alcohol as well as other community support services on release from prison.
8. To work closely with criminal justice partner agencies, provide required reports, share information and establish how best to support the client and reduce offending
9. To promote community orders as a viable and effective option for sentencing offenders with substance use issues
10. To work flexibly and inclusively to meet the diverse needs of all clients including female offenders

Monitoring & Administration

Via effective line management, be responsible for the timely and accurate provision of monitoring and reporting.

To comply with data collection procedures and reporting to ensure effective recording of performance monitoring, outcomes and service user information

To carry out all necessary administration in relation to casework tasks including monitoring, and participate in DHI service evaluation audits.

Prepare and present clear verbal / written reports as required.

Organisational Responsibilities

1. At all times adhere to DHI policies and procedures, with specific reference to:
 - Confidentiality: ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.

- Data Protection Act and Information Governance: to comply with the requirements of the Data Protection Act and all policies and procedures relating to Information Governance and security of data.
 - Equal Opportunities and Diversity: to ensure that all service users, their partners, colleagues both within DHI and other partner organisations are treated as individuals by following DHI's Equality and Diversity Policy.
 - Health and Safety: to ensure you comply at all times with the requirements of the Health and Safety regulations and DHI's Health and Safety Policy and Procedures. You are responsible for taking reasonable care with regard to yourself as well as any colleague, client or visitor who might be affected by an act or failure to act by yourself.
 - Quality Assurance: to ensure all activities are managed in a way that supports DHI's Quality Assurance systems.
 - Safeguarding: DHI is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.
 - Lone Working: to work in accordance with the DHI Lone Working policy and procedures.
2. At all times adhere to contract requirements, relevant legislation, good practice, with specific reference to: The DoH Drug Misuse and Dependence – Guidelines on Clinical Management; Ethical Framework for Good Practice NTA, NICE.
 3. Participate in the organisational planning processes and contribute to the establishment of DHI's business plan.
 4. To perform as part of the Corporate Services and wider DHI team, attending and participating in regular meetings, appropriate training courses and in skills sharing sessions.
 5. To participate in regular supervision and support.

This job description contains only the main accountabilities relating to the post and does not describe in detail all the duties required to carry them out. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	DEMONSTRATED BY (Application, Interview, exercise, other)
Experience	<ul style="list-style-type: none"> • Experience of working within the area of substance misuse, including service users who are involved with the criminal justice system. • Experience of working with a wide range of stakeholders to meet the needs of service users. • Experience of supporting people to achieve independence and facilitate change in their life 	<ul style="list-style-type: none"> • Experience of strengths based assessment and solution focused techniques. • Experience of delivering psychosocial interventions and providing group work. 	
Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of the needs of offenders with problematic substance use. • Knowledge and commitment to Adult and Child Safeguarding principles and procedures 	<ul style="list-style-type: none"> • An understanding of the principles of person centred support planning in the client treatment journey 	
Skills	<ul style="list-style-type: none"> • Ability to work on own initiative as well as part of a multi-disciplinary team. • Excellent organisational skills, including managing and prioritising a caseload • Flexible, proactive, resilient and responsive to change. 		
Values and behaviours	<ul style="list-style-type: none"> • Ability to see and take advantage of opportunities whilst balancing risk and innovation • Flexible, proactive and responsive to change. • Works in a way that aims to maximise the potential of others in their role. • Commitment to equal opportunities and anti- 		

	discriminatory policy and practice.		
Other information	<ul style="list-style-type: none">• Driving Licence with access to vehicle and willingness to use it for work travel.		