

<b>JOB TITLE:</b>	Criminal Justice Support Worker – Willow Group
<b>RESPONSIBLE TO:</b>	Service Manager / Criminal Justice Worker (as appropriate within relevant service)
<b>SUPERVISORY RESPONSIBILITY:</b>	May have responsibility for sessional workers and/or volunteers
<b>OVERALL PURPOSE:</b>	To assist in the provision of Sacro's Criminal Justice Services by delivering direct services as part of individual support plans.

## **MAIN DUTIES & RESPONSIBILITIES**

### **Casework**

- To contribute to the delivery of a holistic day service programme for women, through keyworking, providing individual support, groupwork and outreach, within a small multi-disciplinary team
- To conform to developed protocols for shared assessment and information sharing;
- To carry out the day to day delivery of support provision as required within agreed plans;
- To deliver the groupwork programme in conjunction with colleagues and partners from a variety of agencies as directed by the Service Manager;
- As required, to provide casework support to assist service user rehabilitation and reintegration within the community;
- To ensure there is appropriate follow up of service users who do not respond to appointments;
- To liaise and work closely with other service-related agencies as appropriate, both statutory and voluntary;
- As required, to track progress of service users once they have been referred to specialist agencies;
- As required, to assist in the risk management of sex-offenders or other high risk offenders as agreed with line manager;
- To ensure that standards relating to confidentiality are adhered to at all times in line with Sacro policies and procedures;
- To maintain appropriate records, including case files, as required;
- To assist in the monitoring and reviewing of service users' progress and report as required to line manager.

### **Service Development**

- To participate in the development of the Service as required in conjunction with Service Manager / Team Leader / Criminal Justice Workers.

### **Personal Development**

- To continuously review own performance and development needs to assist growth and development by: participating in open two way dialogue during support and supervision sessions; participating in learning and development opportunities as agreed within the Performance Review processes;
- To undertake and maintain a portfolio of Induction and Continued Professional Development.

### **Health and Safety**

- To ensure a safe working environment for self, colleagues and service users by ensuring risk assessments are completed when appropriate; taking personal responsibility for own safety e.g. reporting concerns, using Lone Worker telephone safety system and complying with all Sacro Health and Safety policies and procedures including serious incident and accident reporting.

### **General**

- To contribute to the preparation of reports and other relevant documents as requested by line manager;
- To undertake any other appropriate task that Sacro requires;
- To carry out all duties in accordance with Sacro policies and procedures.

### **EDUCATION AND EXPERIENCE REQUIRED**

The post holder must have good written and verbal communication skills and education at least to Higher grade (equivalent to Scottish Credit and Qualifications Framework (SCQF) Level 6). Good IT skills are also essential. Ideally, s/he will have a social care background. It would be desirable to have some experience of working with drug and alcohol issues and some experience of the Criminal Justice system.

### **OTHER**

Sacro is fully committed to the active promotion of equal opportunity in its capacity as an employer and in the provision of all its services both to offenders and to the community as a whole. It is the individual responsibility of every member of staff to seek to ensure the practical application of this policy.

All staff are required to be committed to Sacro's aims and objectives and to the promotion of equality of opportunity.

Teamwork is a vital aspect of Sacro's work and the post holder is also expected to take an active part in meetings, as required and, where possible and appropriate, to cover for colleagues.

Appointment and continuing employment will be subject to the granting and maintaining of a satisfactory Enhanced Disclosure Scotland Check and suitable references. Staff are required to ensure immediate notification to their line manager of any criminal charges or convictions.

All staff are required to adhere to Sacro's Health & Safety policy and to implement this in their working environment and practice.

All staff are required to ensure that their practice complies with the requirements of Data Protection.

#### **OUTLINE OF MAIN TERMS AND CONDITIONS OF SERVICE**

Salary:	SCP 19-22 (currently £18,321 - £19,830 per annum)
Leave Entitlement:	25 days annual leave; 12 statutory days.
Hours of Work:	35 hours per week, by arrangement, Monday to Friday. Some evening/weekend work may be required.
Pension:	Employees are automatically entered into the Strathclyde Pension Fund subject to satisfying eligibility criteria. This is a contributory scheme and employees may opt out of the scheme.
Workbase:	Edinburgh.
Notice:	4 weeks on either side, in writing.