

Job Description

- Job Title:** Criminal Justice Support Worker - Intensive Support Package (ISP)
- Responsible To:** Service Team Leader / Service Manager
- Purpose of Job:** To provide high quality monitoring and supervision for service users assessed as being at high risk of causing harm and/or reoffending, in order to protect the public
- To support and assist in the community reintegration of the above service users under the direction of a Service Team Leader, (STL) and/or Service Manager, (SM)

Main Duties

- To provide daily support and monitoring to service users in the home and the community, according to the demands of Sacro STL/SM and Criminal Justice Social Work (CJSW) Case Manager and ensuring that all activities are carried out with regard to ongoing risk assessment and identified need. This will include working on a shift basis and spending extended periods of time with the service user, both within their home and if risk levels are approved, within the wider community, undertaking specified tasks and activities
- To maintain service user records on shift basis, submitting them as instructed to Sacro STL/SM, CJSW Case Manager, Police and other Multi Agency Public Protection Arrangements (MAPPA) partners as appropriate
- To ensure that standards relating to confidentiality are adhered to at all times in line with Sacro policies and procedures
- To provide the level of risk management, support and monitoring required by the commissioning authority, or as directed, liaising with Sacro STL/SM and CJSW Case Manager, ensuring compliance to licence conditions, reporting any and all breaches of these immediately and as directed
- To adhere to the emergency procedures specific to the commissioned Service in the event of a significant incident
- To encourage service users to make appropriate practical arrangements regarding accommodation, employment, education and training needs as directed by Sacro STL/SM and CJSW Case Manager, and in line with directions by MAPPA and/or Care Programming Approach (CPA) if appropriate
- To enable and assist service users to liaise effectively with appropriate agencies, e.g. local housing departments, health services, the Department for Work and Pensions, employment and further education
- To keep appropriate case and property records in line with Sacro policy
- To adhere to designated Sacro Health and Safety policies and procedures, inclusive of a designated lone worker system

- To monitor and review service users support and monitoring arrangements and report to STL/SM in line with agreed procedures
- To carry out periodic inventories of property contents including Health & Safety checks and report any concerns to the STL/SM
- To prepare reports and other written materials as requested by the STL/SM
- To assist in the assessment, delivery and review of service user support needs in conjunction with STL/SM as appropriate
- To establish appropriate professional links with relevant local agencies and to foster positive community relationships in order to enhance the work of the Service as agreed with the STL/SM
- To participate appropriately in training events and such other professional activities as may be required
- To carry out such other duties as may reasonably be required of the post holder (including sleep-in cover and waking nights)

Service Development

To participate in the development of the Service as required in conjunction with Service Team Leader/Service Manager

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

Sacro is totally committed to creating a culture in which diversity and equality of opportunity are promoted actively and in which unlawful discrimination is not tolerated. Sacro recognises the real organisational

benefits of having a diverse community of staff and to this end, is working towards building and maintaining an environment which values diversity. It is the individual responsibility of every member of staff to maintain an environment which values diversity.

Outline of Main Terms and Conditions of Service

Salary:	SCP 19 – 22, currently £20,407 - £22,065 per annum
Leave Entitlement:	31 days annual leave; 6 fixed public holidays. Your annual leave entitlement in any leave year is based on the allowance of 31 days annual leave, proportionate to the number of hours worked in a monthly period.
Contract:	Fixed term for one year
Hours of Work:	37.50 hours – a 24/7 rota will operate including public holiday working
Pension:	Sacro Defined Contribution Pension Scheme
Condition:	A valid driving licence and access to a car is essential and membership of the Protecting Vulnerable Groups (PVG) will be a requirement
Work Base:	A suitable Sacro office location
Notice:	Four weeks on either side