

## Job Description Intensive Support Package (ISP)

**Job Title:** ISP Sessional Worker

**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).

### Duties and Responsibilities

#### Specific

1. 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
2. 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
3. To ensure that standards relating to confidentiality are adhered to at all times in line with Sacro policies and procedures
4. 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
5. To adhere to the emergency procedures specific to the commissioned Service in the event of a significant incident
6. 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
7. 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
8. To keep appropriate case and property records in line with Sacro policy
9. To adhere to designated Sacro Health and Safety policies and procedures, inclusive of a designated lone worker system

10. To monitor and review service users support and monitoring arrangements and report to STL/SM in line with agreed procedures
11. To carry out periodic inventories of property contents including Health & Safety checks and report any concerns to the STL/SM
12. To prepare reports and other written materials as requested by the STL/SM
13. To assist in the assessment, delivery and review of service user support needs in conjunction with STL/SM and the CJSW Case Manager as appropriate
14. 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
15. To participate appropriately in training events and such other professional activities as may be required
16. To carry out such other duties as may reasonably be required of the post holder (including sleep-in cover and waking nights).

### **General**

1. 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 those harmed by and those responsible for crime 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.
2. Team work is a vital aspect in the success of a Sacro Service and all members of staff are expected to:
  - 2.1 Take an active part in team meetings as and when required
  - 2.2 Cover for absent staff.

### **Outline of Main Terms and Conditions of Service**

**Salary:** £11.00 an hour plus holiday entitlement

**Contract:** Sessional

**Holiday Pay:** Your annual leave entitlement in any leave year is based on the allowance of 28 days annual leave, proportionate to the number of hours worked in a monthly period. This is paid through the payroll on a monthly basis.

**Hours of Work:** As and when required but an example of a shift may be 10am – 10pm. Evening/weekend work will be required.

**Notice:** One week on either side.