

JOB DESCRIPTION

ROLE	Criminal Justice Link Worker – CSTR (Ref: C18)
SALARY	£12 per hour
HOURS	18 hours per week 6 hours per day
START DATE	On acceptance of references and DBS clearance
DUTY BASE	Milton Keynes
TRAVEL	Essential car user
LINE MANAGER	Milton Keynes Services Manager
ACCOUNTABLE TO	Chief Executive Officer

The role of the Criminal Justice Link Worker for the CSTR (Community Sentence Treatment Requirement) Project is to assist with the delivery of the Community Sentence Treatment Requirement (screening and support) Project, along with supporting colleagues working on the Community Rehabilitation - RECONNECT Project, and to facilitate group sessions. All of the work is delivered in partnership with NHS England, the Probation Service and a number of other statutory and third sector agencies.

C2C Social Action Milton Keynes, delivers high-quality person-centred support to adults leaving the prison estate or who receive community orders, all of whom have varying needs, including risky offending behaviour, mental health difficulties, domestic abuse, substance misuse, debt and homelessness.

We welcome applications from individuals who have lived experience of the criminal justice system.

KEY TASKS

- To assist in the delivery of the CSTR project, assessing the needs of those accessing the project and managing own caseload.
- Excellent time management to effectively manage a busy and demanding (predominantly male) caseload.
- To represent C2C Social Action on local steering group, ensuring excellent partnership working.
- To work with colleagues and court staff to identify and screen potential service users for CSTR.
- To work effectively as part of the MK team and wider C2C team to build links with agencies to promote service user engagement.
- To work closely with partner agencies to accurately identify key areas of need and monitor the progress being made by each service user.

- To ensure that the day-to-day delivery of agreed support plans are delivered on a 1-1 and in groups, by providing practical assistance and by liaising with local agencies to establish a high quality, robust support network.
- To monitor and contribute to each service user's risk assessment.
- To accurately log interventions with each service user as well as complete ongoing progress reports in a timely manner.
- To attend both internal and external training that is required for this role.
- To contribute to relevant multi-agency meetings.
- 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.
- Take part in caseload supervision on a regular basis.
- To gain a great working knowledge of the RECONNECT project and to support colleagues.
- Teamwork is a vital aspect of C2C's work and the post holder is also expected to take an active part in meetings as required, work to deadlines and provide cover for colleagues in Milton Keynes and in Northamptonshire as and when required.

KEY FACTORS FOR SELECTION

Essential Criteria

- Willingness to operate in accordance with the Christian principles of C2C Social Action as laid down in the Faithworks Charter.
- Ability to demonstrate professional experience of homelessness, substance misuse, domestic abuse, mental health and or working with offenders.
- Ability to demonstrate professional experience of working with clients with complex needs on a 1-1 basis and in groups.
- A proven track record of contributing to risk assessments and intervention planning and delivery.
- Excellent time management and demonstrates resilience in managing a busy caseload.
- The ability to be flexible, creative and innovative when supporting our service users.
- The ability to motivate and encourage engagement with support offered.
- Well-developed interpersonal, written and verbal communication skills, the ability to work as part of a team and deliver group work sessions.
- Awareness of the diversity of humanity and the impact of inequality on people's behaviour, attitudes and life opportunities.
- The ability to relate to a broad spectrum of individuals (professionals and service users) and demonstrate sensitivity and tolerance towards the beliefs and behaviour of others.
- Personal resilience and initiative with helping people who are sometimes demanding and chaotic.
- Ability to work with minimum supervision, and demonstrate self-motivation, as well as being able to work alongside other team members.
- Ability to negotiate effectively.
- Commitment to high standards of confidentiality, data protection and information sharing assessment and recording.
- Strong administration skills and a good working knowledge of Office 365, including Microsoft Teams, Word, Excel, Outlook and case management systems.

Desirable Criteria

- Knowledge of the criminal justice system.

- Knowledge of issues surrounding offending.
- Knowledge and understanding of local housing provision.
- Knowledge of and commitment to the multi-agency approach to the rehabilitation of offenders.
- Knowledge of local agencies and their services on offer.

Condition of Employment

This post is subject to Adult Workforce Regulations. Appointment and continuing employment will be subject to funding, the granting and maintaining of a satisfactory DBS and 2 suitable references. Staff are required to ensure immediate notification to their line manager of any personal involvement in criminal justice services.