



Job Description

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| Job Title | Dechrau Newydd – Criminal Justice Resilience Worker |
| Department | Dechrau Newydd |
| Base Location | Bangor |
| Work Location | Gwynedd and Anglesey |
| Hours of Working | 18.75 hrs per week over 7 days |
| Salary | £21,000 per annum pro rata (£10,500) |

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| Accountable To | Project Manager |
| Reports To | Senior Criminal Justice Resilience Worker |
| Line Management Responsibility | |

Job Purpose:

The Criminal Justice Resilience Worker will be expected to provide assessment, recommendation and feedback to colleagues within HMPPS and North Wales Police on the suitability and recovery progress of substance misuse service users within the Criminal Justice system.

The post-holder will be responsible for coordinating and delivering harm reduction, structured interventions and recovery support. The post holder will work closely with community clinical service providers and other partners to ensure a person centered, holistic, integrated substance misuse delivery program.

The post holder will be expected to carry a case load of Criminal Justice Service Users within their locality.

Main Duties and Responsibilities:

Administration

- To keep up to date records of service user work (case notes) data entry and reports as and when requested.
- To make referrals to other services and agencies as appropriate.
- To attend partnership and service delivery meetings when required.
- To bring to the attention management any areas of specific concern relating to safeguarding of individuals or service delivery.
- Advocating on a client's behalf, for example by writing letters, making phone calls or attending meetings.

Professional Development

- To participate in continuous learning, development and appraisal process.
- To operate within and observe partnership policies and procedures as they are amended and updated.
- To make regular use of management supervision.
- To maintain an up to date knowledge of current developments in professional practice and of relevant legislation and policies.

Service Delivery and Development

- To support and develop volunteering and student placement opportunities across the service.
- To complete comprehensive assessment and care planning including risk management.
- To adhere to health and safety, vetting and security procedures/ policies as directed by the partnership and commissioning bodies.
- To assist with the delivery of external training to other substance misuse providers and to share the knowledge and expertise of the organisation.
- To develop and maintain professional working relationships with external partners.
- Design, deliver and coordinate group work supporting the service user's recovery journey and wider safeguarding needs.
- To undertake screening and monitoring tests such as Blood Borne Virus Dry Blood Spot Testing and Drug Screen Urine Testing.
- To work flexibly in a variety of settings.
- To actively influence and support client motivation to stop using drugs and alcohol.
- Contribute and encourage the use of Welsh Language within your own practice and that of your colleagues (internal and external) promoting the Active Offer – more than just words in your day to day activities with service users and the wider North Wales community. Further information on the Active Offer can be seen at: <http://www.wales.nhs.uk/sites3/Documents/415/A%20active%20offer%20information%20pack%20-%20Health%20-%20FINAL1.pdf>

Confidentiality

- To communicate highly complex and sensitive information skillfully and sensitively, taking into account sensory and cultural barriers to communication.
- To be accountable for own decisions and actions in consultation with supervision and line management.
- To comply with the requirements of the General Data Protection Regulation 2016 (GDPR) and other associated legislation, policies and procedures as directed.

This post has been identified as requiring the post holder to provide evidence of BBV immunisation status in order to carry out the role effectively. The role may require the postholder to undertake Dry Blood Spot Testing/ Substance Misuse Testing/ Working in Needle Exchange or is a clinical role and therefore CAIS wishes to ensure that staff are not at risk of infection or transmission of a disease that may affect their own or patient safety. Staff will therefore need to evidence their immunisation history, exemption or non-responder on commencement of employment or at routine intervals at the request of the organisation

In consultation with the post holder, this job description is liable to variation to reflect actual, contemplated or approved changes in/or to the job role.

Professional:

- To develop professionally consistent with any qualifications held
- To participate in the CAIS continuous learning, development and appraisal process
- In consultation with Senior Management, to set personal aims and objectives
- To attend appropriate training as provided, organised or arranged by CAIS
- To operate within and observe CAIS policies and procedures as amended and updated

This Job Description provides a framework in which duties may be carried out, however it may be necessary to make alterations and adjustments from time to time to meet the needs of the service.

Person Specification for Dechrau Newydd –Criminal Justice Resilience Worker

| | <u>Essential</u> | <u>Desirable</u> |
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| Qualifications: | <p>GCSE English Literature or Language and Maths, grade C or above (or equivalent).</p> <p>Achieved or Working towards Level 3 Diploma in Health and Social Care (or equivalent)</p> | <p>BTEC level 2 in Peer Mentoring (or equivalent)</p> <p>A recognized qualification/certificate or training in substance misuse or related field.</p> |
| Experience: | <p>Safeguarding: experience of promoting and safeguarding the welfare of vulnerable adults/ children.</p> <p>Compliance: experience of auditing and monitoring quality of outputs.</p> <p>Demonstrable experience of delivery against specified protocols/ procedures ensuring the highest level of performance.</p> | <p>Experience of working with substance misusers.</p> <p>Knowledge of the Welsh Government's substance misuse delivery plan and Recovery Framework</p> <p>Experience of participating in and delivering group interventions.</p> <p>Experience and knowledge of multiagency criminal justice working to safeguard the public and reduce reoffending.</p> <p>An understanding of other key professionals and how to contact them for consultation and referral.</p> |

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| <p>Values</p> | <p>Integrity: deliver a service with honesty and sincerity, valuing the views and need of others, whilst upholding the organisation's principles and values. Support service users with compassion and empathy. Communicate effectively with colleagues, service users and other professionals to build respect.</p> <p>Innovation: Take an active role in own development, keeping up to date with new and emerging trends in the sector in order to act on change. Ability to problem solve in a creative and inspiring way.</p> <p>Excellence: Take responsibility for one's own performance and abilities to the role to create value and show commitment.</p> <p>Make effective decisions to help deliver an excellent service.</p> <p>Engagement: Work with enthusiasm and positivity to engage others to achieve goals. Recognise one's own strengths and use that to influence, empower, inspire and develop others.</p> | |
| <p>Skills</p> | <p>Teamwork Able to build and develop relationships with internal staff, strategic partners and other external parties/ organisations.</p> <p>Personal Drive Able to demonstrate being self-directed, resourceful and creative; Able to manage own time and work autonomously; able to work on own initiative with drive and enthusiasm; able to work at a fast pace.</p> <p>Communication Possesses good written, verbal and presentation skills. Good IT skills: managing team administration issues, monitoring and clinical activity data reporting. Good facilitation/negotiation skills and a commitment to working in partnership with other agencies.</p> <p>Planning and Organising Able to manage tasks and deadlines; able to resolve conflicting priorities.</p> | <p>Experience and knowledge of delivery and facilitating recovery activities including conducting activity risk assessments and risk management plans.</p> |

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| Role Specific Requirements | <p>Good IT skills, working knowledge of Microsoft packages and database systems.</p> <p>Prepared to undertake enhanced Disclosure and Barring Service (DBS) vetting.</p> <p>Flexibility to work at multiple locations and flexible working hours to suit demands of the role.</p> <p>Use of own car insured for business use.</p> | |
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