


Document:	Job Description and Person Specification
Job Title:	Criminal Justice Worker
Project Base:	Emerging Futures, Kirklees
Hours & Salary:	37.5 hours – £23,979 - £25,584
Accountable to:	Project Manager
Job Summary:	<p>Emerging Futures (EF), in partnership with Change Grow Live (CGL), deliver the substance misuse contract across Kirklees delivering a person centred, trauma informed approach to treatment and support.</p> <p>As a Criminal Justice Worker, you will be an integral part of a community-based rehabilitation programme that supports individuals to develop resilience, wellbeing, and the capacity to live successful and fulfilling lives free of active addiction and criminality.</p> <p>You will work in partnership to facilitate behaviour change programmes for those in recovery from substance misuse. Across Kirklees, you will support individuals to transition into the community from prison.</p> <p>You will contribute to the service to ensure that service users receive high quality services that adhere to the best practice guidelines, policies, and ethos of EF. You will be responsible for contributing to the overall performance of the service to ensure that positive outcomes are achieved through working in an asset-based, collaborative, and pro-active manner.</p> <p>As part of the role, you will be required to promote wellbeing and active citizenship; using your unique skills and experience to support others. You will develop and assist in sustaining support networks across the region and well as promote and support the involvement of families in services, aftercare, and mutual aid and recovery communities as per the ethos of EF.</p>

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Values:	<p><u>Our values</u></p> <p>Respect: listening to people and treating them with dignity.</p> <p>Integrity: being honest and open (with each other) and providing a voice for those who are expert by experience.</p> <p>Accountability: taking purpose-driven action, owning our decisions, and remaining flexible as we grow.</p>  <p>The diagram is a circular competency framework with four quadrants. At the top is 'INTEGRITY' (orange) with traits: Supportive, Professional, Confident, Passionate, Creative, Determined, Assertive, Honest, Trustworthy, Approachable. On the left is 'RESPECT' (pink) with traits: Respectful, Client Centred, Fair, Discreet, Nurturing, Empathic, Compassionate, Calm, Attentive, Inclusive. On the right is 'ACCOUNTABILITY' (purple) with traits: Accountable, Flexible, Ambitious, Resilient, Influential, Astute, Capable, Communicative, Curious, Reliable. At the bottom is 'Behaviours' (red) and 'COMPETENCY FRAMEWORK'. The center has the EEF logo.</p>
Benefits:	<ul style="list-style-type: none"> • Minimum 25 days annual leave + bank holidays (pro rata for part time employees) • Day off on your birthday every year • Inclusive culture promoting innovation and autonomy • Extensive Employee Assistance Programme including access to counselling, specialist advice and an online wellbeing portal • Enhanced family friendly policies • Emergency Financial Assistance policy • Death In Service policy • Pension scheme • Option to purchase extra holidays • Wellbeing hour • CPD hour • Cycle to Work Scheme • Annual company events • Extensive training package • Support around personal and professional development

Principal Duties and Responsibilities

Communication, Representation and Engagement

1. To ensure the profile of EF is raised at every opportunity and ensure your services are promoted through a variety of communications, marketing and other platforms including probation, prisons and CGL.
2. Build and maintain partnership relationships with CGL, probation, Prisons, Integrated Offender Management, and the Police.
3. Create and maintain opportunities for positive activity for service users during and after leaving treatment interventions, abstinence programmes and community/ criminal justice outreach services.

Governance, Legal, Facilities and Risk

1. Promote and ensure adherence to Equality of Opportunity policies and anti-discriminatory practice, demonstrating EF's commitment to valuing diversity.

Service Delivery & Performance

1. Establish professional, supportive relationships with those in recovery through brief interventions and through group facilitation to create opportunities for purposeful and sustained recovery in the community upon discharge from structured treatment.
2. Work with CGL criminal justice team to assist in outreach interventions, prison pick-ups, community/ prison-based pop-up workshops.
3. Work with CGL to identify aftercare pathways which assist service users in developing strong links with the greater community including mutual aid.
4. Support service users in becoming aware of community recovery options in initial Recovery Care Planning to provide a clear, purposeful 'end point' for service users in the community upon discharge from structured treatment.
5. Alongside all EF colleagues, promote collaborative working, and meaningful reintegration into the community through working with CGL, probation, IOM and the prisons.
6. Address any concerns service users may have with regards to engaging in community activities and provide support around this in a person-centred, strength-based manner.

7. Promote local mutual aid groups, providing support where necessary to attend these groups.
 8. Facilitate Foundations of Rehabilitation group work programme in partnership with CGL.
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Other

1. You will be required to work flexibly from varying operational sites as required and agreed with line manager.
 2. A willingness to work some evenings/weekends as required.
 3. Commitment to continued personal development, maintaining an up-to-date knowledge of developments across the field, legislation and practice relevant to the service user group as well as completing all mandatory training..
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Generic Duties & Responsibilities

Confidentiality

Service user, volunteer and/or staff information is confidential. It is a condition of employment that you will not use or disclose any confidential information obtained in accordance with data protection legislation.

Code of Conduct

All staff are expected to adhere to all EF's policies and procedures that establish standards of good practice and follow any codes of conduct which are relevant to their own profession.

Privacy & Dignity

Staff should respect service user/family/carer's diversity, cultural needs and privacy.

Safeguarding

All staff have a duty to safeguard and promote the welfare of service users, volunteers, their families and carers, you have a duty to ensure you are familiar with safeguarding policies, attend training for safeguarding and know who to contact if you have concerns about an adult or child's welfare.

Health & Safety

Emerging Futures has a duty of care to employees and will ensure that, as far as is reasonably practicable, adequate training, facilities and arrangements for risk avoidance are in place. All employees are required to comply with relevant Health and Safety legislation and policies relating to Health & Safety and Risk Management

Educational Requirements & Competency Framework

These are the education requirements and competencies required for this role. Please demonstrate in your application where you meet the requirements and where you may need additional support and training.

ESSENTIAL	DESIRABLE
<p>Education & Experience</p> <p>Experience of group work delivery- either paid or voluntary.</p> <p>Experience of supporting individuals to initiate and sustain behaviour change.</p> <p>Established in your own recovery, if relevant.</p> <p>Experience of working within the criminal justice sector.</p> <p>Experience of effective, purposeful, and active partnership working.</p>	<p>Education & Experience</p> <p>Coaching or counselling qualification.</p> <p>Experience of working/volunteering in a Substance Misuse field.</p> <p>Completed Emerging Futures accredited 5-day Recovery Coach training.</p>

COMPETENCY FRAMEWORK:

Community Worker

Thinking

Skills

Problem Solving & Decision-Making

- ACT Informed
- Problem Solving
- Emotional Intelligence
- Intuitive

Planning & Organising

- Time Management

Systems & Processes

- Data Collection

Experience & Knowledge

Technical Competency

- Targets & Key Performance Indicators
- Complex Environments
- Manage Caseloads

Compliance

- Identify Risk

Communication

Skills

Effective Communication

- Interpersonal
- Conflict Resolution
- Writing
- Attention to Detail
- Listening
- Presenting Information
- Training

Planning & Organising

- Organisational

Experience & Knowledge

IT & Digital Applications

- Microsoft Office Applications

Technical Competency

- Challenging Situations
- Working with Clients

Compliance

- Record Keeping
- Boundaries & Risk

Practical

Skills

IT & Digital Applications

- IT Literate

Collaboration

- Relationship Building

Technical Competency

- Asset Based Community Development
- Lone Working
- Coaching
- Delivering Groups

Planning & Organising

- Administration

Problem Solving & Decision-Making

- Decision Making
- Informed Judgements

Experience & Knowledge

IT & Digital Applications

- Digital Platform Delivery

Technical Competency

- Coaching
- Delivering Groups
- Industry Knowledge & Experience
- 1-2-1 & Group Interventions
- Trauma Informed Approaches
- Harm Reduction
- Case Management
- Support Planning

Compliance

- Safeguarding Level 2
- Health & Safety
- Information Governance
- Working to Targets
- Data Protection

Collaboration

- Diversity
- Partnership Working