


Document:	Job Description and Person Specification
Job Title:	Prison Link Worker
Project Base:	Emerging Futures, Birmingham
Hours & Salary:	37.5 hours – £24,699 - £26,352
Accountable to:	Team Leader
Job Summary:	<p>Prison Link Workers assertively engage prison leavers from local prisons. You will offer immediate Harm Reduction advice (including the provision of Naloxone), support access to a range of treatment options, signpost to appropriate community resources and assist in building recovery capital, utilising local community resources.</p> <p>Using pro-active engagement techniques and harm reduction advice, you will be responsible for assisting individuals into structured treatment with our partners, Change, Grow, Live.</p> <p>Utilising existing community resources and assets, you will work closely with partner organisations including clinicians, mutual aid groups, social enterprises, housing providers, education, and training providers.</p> <p>Prison leavers require integrated, recovery infrastructures that engage, support, and navigate individuals from the vulnerability of leaving custody provision to established wellbeing and meaningful activity in the community.</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> 
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

Service Delivery & Performance

1. Provide an effective needs-led Prison Link Worker provision across Birmingham.
2. Assess the immediate health needs of individuals and provide them with a variety of options of support services in liaison with other agencies and specialist workers.
3. Maintain a caseload of clients ensuring they are effectively supported and creating client centred support plans, risk assessments, and needs assessments.
4. Offer clients assertive, consistent, ongoing guidance and support until they are engaged with other appropriate support services.
5. Alongside all Emerging Futures staff, promote the message of hope, recovery capital, visible assertive linkage, collaborative working, and meaningful reintegration into the community.
6. Creatively and actively identify/map local assets and instigate partnership working opportunities across Birmingham to provide varied options and in turn empower service users to be autonomous through personal choice.

Communication, Representation and Engagement

1. Develop and maintain excellent working links/partnerships with Change Grow Live and other community agencies and resources, including mutual aid, faith-based groups, supported housing providers & training and educational providers.
2. Work with local communities, families, employers, and recovery communities to help the development and growth of local resources that support harm reduction, potentially abstinence, wellbeing, and desistance.
3. Assertive linkage to clinical structured treatment and mutual aid organisations locally as well as to wider community opportunities including education, sport, wellbeing, and volunteer opportunities.
4. Ensuring services are promoted through a variety of communications, marketing and media sources and platforms.

Governance, Legal, Facilities and Risk

1. To ensure all EF's risk management and quality assurance policies are implemented and staff (paid and unpaid) understand and adhere to EF's policies and procedures.
2. To ensure the safety of all service users and maintain awareness of risks and changes in the working environment and contribute to the maintenance and monitoring of health and safety and security policies, systems, and protocols.
3. Uphold data protection legislation and only share client information as per EF policy, local and formally agreed information sharing protocols and client confidentiality agreements.
4. Promote and ensure adherence to Equality of Opportunity policies and anti-discriminatory practice, demonstrating EF's commitment to valuing diversity.
5. Maintain up to date and concise case notes using a variety of case management systems.
6. Ensure that regular case reviews are carried out within agreed timescales and that support plans are implemented.

Finance

1. Assist clients with finance, including benefit claims and debt issues, liaising with appropriate agencies upon discharge from Prisons or other Custody sites.

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.

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 supporting individuals to initiate and sustain behaviour change.</p> <p>Knowledge of the Criminal Justice System, Health & Social Care system and evidenced based approaches.</p> <p>Experience of in/outreach work and community development.</p> <p>Experience of effective, purposeful, and active partnership working.</p> <p>Experience of using data collection systems and Microsoft Office.</p> <p>Driving license and access to a car.</p>	<p>Education & Experience</p> <p>Experience of working within the criminal justice sector.</p> <p>Experience of working within the Prison setting.</p> <p>Coaching/ counselling/ Health and Social Care qualification.</p> <p>Specialist harm reduction experience, relating to drug and alcohol use, offending and housing.</p> <p>Knowledge, experience and understanding of the principles of coaching and mentorship, including providing supervision and development 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