

Job Description and Person Specification

Job title	Prison Link Worker
Project base	Birmingham
Hours & salary	37.5 hours per week £23,918 - £28,312 per annum
Accountable to	Community Team Leader

About Emerging Futures CIC

Emerging Futures works nationally with people affected by addiction, encouraging them to make positive changes to their lives.

We believe that no one should suffer the stigma associated with addiction, and that everyone seeking support should feel valued and respected.

We provide homes for people to connect with others and make the necessary changes to move towards independent, healthy living.

Our behaviour change services provide a confidential space to share experiences, and offer practical support to those who want to change.

The Emerging Futures accredited coach training develops the skills of our volunteers, motivating people to give back and reconnect with their community.

About the role

As a Prison Link Worker, you will assess the health and wellbeing needs of vulnerable people leaving prison and support them to achieve successful rehabilitation back into the community.

You will work proactively with partner agencies and other specialist workers to support and encourage people to engage with treatment options following their release from prison. You will collect people from prison and encourage involvement in community activities that will support them to rebuild their lives free of crime and substance misuse.

You will also work closely with mutual aid groups, social enterprises, housing, education and training providers to identify a wide range of additional support options.

You will be required to work flexibly from different sites and be willing to work some evenings and weekends.

Principal duties and responsibilities

Supporting those around you

You will provide coaching, wellbeing support and training to volunteers to ensure they have the right skills and support to deliver services safely and efficiently, allowing them to grow in their role.

Service delivery & performance

You will maintain a caseload of clients ensuring they are effectively supported and you will create client-centred support plans, risk and needs assessments.

You will proactively encourage and support people to access treatment services in the community to address any issues with drugs and alcohol. You will provide harm reduction advice and educate people in the use of Naloxone to treat overdose.

You will work in partnership with mutual aid organisations to help signpost people to community support and resources that are available to those in recovery, such as education, sport, wellbeing and volunteer opportunities.

You will ensure client records are efficiently, accurately, and professionally recorded and maintained in our data management systems, using appropriate language and terminology.

Finance

You will assist people with financial management, including benefit claims and debt issues.

Community engagement

You will help to raise the profile of EF, promote your service and share examples of best practice with wider audiences.

You will work with local communities, families, employers, training organisations, recovery communities, advocacy, mutual aid and other organisations to develop local recovery networks.

You will take an active role in the wider community and create opportunities for partnership working to make recovery visible, viable and an attractive option for all.

Health, safety, and risk management

You will support the service manager to implement risk and quality assurance procedures.

You will ensure the safety of all service users and maintain awareness of risks and changes in the working environment.

You will contribute to the maintenance and monitoring of health and safety and security policies, systems and protocols.

You will comply with and adhere to serious untoward incident, accident and safeguarding reporting in line with policy and procedures.

You will deal with issues and complaints raised by complying with EF's complaints processes.

Generic duties & responsibilities

Confidentiality

Service user, volunteer and staff information is confidential. It is a condition of employment that staff do 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. Staff will promote and ensure adherence to Equality of Opportunity policies and anti-discriminatory practice, demonstrating EF's commitment to valuing diversity.

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. Staff have a duty to ensure they are familiar with safeguarding policies, attend safeguarding training and know who to contact if they have concerns about an adult or child's welfare.

Health & safety

EF 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 & Safety legislation and policies relating to Health & Safety and Risk Management

Professional development

Staff must be committed to their professional development and keep up-to-date with relevant developments and legislation in the sector.

Skills and experience

Essential	Desirable
<p>Compliance with internal prison vetting systems.</p> <p>Experience of supporting people to achieve behaviour change.</p> <p>Knowledge of the criminal justice system and health and social care system.</p> <p>Understanding of 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>Full, clean UK driving licence and ability to use your own vehicle to pick people up from prison.</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>