

Job Description and Person Specification

Job title	Prison Link Worker
Project base	HMP Lincoln
Hours & salary	37.5 hours per week £25,687 per annum
Accountable to	Head of Operations

About Emerging Futures CIC

Emerging Futures began in 2014, born from a belief that recovery is possible for everyone, and that those who have walked that path should lead the way forward.

From modest beginnings, Emerging Futures expanded across the UK, to a growing and diverse team of staff and volunteers, many with lived experience themselves. Offering support to people affected by homelessness and drug and alcohol use, Emerging Futures has helped thousands through housing, coaching and therapeutic programmes.

Using compassion and courage, Emerging Futures believes that recovery is not just a word, it's a promise that anything is possible. Together, we're working for a world where everyone has somewhere to live, something to do, and someone to love.

About the role

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

Working in HMP Lincoln and HMP North Sea Camp, and in partnership with We Are With You, you will support and encourage people to engage with treatment options following their release from prison.

You'll encourage involvement in community activities that will support people to rebuild their lives free of crime and drug and alcohol use, both before, during and after release from prison.

You will also work closely with other partners and LERO's, as well as mutual aid groups, social enterprises, housing, education and training providers to identify a wide range of additional support options.

There is a requirement to work flexibly from different sites and to work some evenings and weekends. Additionally, you must be able to obtain internal prison vetting.

Principal duties and responsibilities

Service delivery & performance

Meet people on arrival, introduce them to our peer support model, and help them feel welcome and informed.

Deliver welcome groups that explain what support is available, how to access it, and introduce services alongside our partners.

Help deliver drug and alcohol awareness and recovery messages with HMP and We Are With You colleagues.

Train people in coaching essentials, building key skills and recovery capital, prior to their release.

Set up and support service user groups or other ways for people to share feedback and shape the service.

Encourage engagement with fellowships, guest speakers, online programmes (Breaking Free Online), and other recovery resources and partner agencies.

Review upcoming discharges, work with recovery workers, and connect people with community partners before and on release.

Support with home leave, diversionary activities, appointments, housing, rehab, and provide naloxone where appropriate.

Carry out regular check-ins for up to 12 weeks to support people's recovery and reduce the risk of relapse.

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.

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>