



## Job Description

<b>Job Title:</b>	<b>Female Prison Liaison Worker</b> <ul style="list-style-type: none"><li>• <i>Schedule 9, Paragraph 1 of the Equality Act 2010 applies.</i></li><li>• <i>This post is exempted from the Rehabilitation of Offenders Act 1974.</i></li><li>• <i>Fixed term for 12 months initially.</i></li></ul>
<b>Location:</b>	<b>Anawim</b>
<b>Grade:</b>	<b>SCP 21-25</b>
<b>Salary:</b>	<b>£21,132 - £23,749 per annum</b>
<b>Hours:</b>	<b>37 Hours per week</b>
<b>Responsible to:</b>	<b>Service Manager for Prison and Dawn House</b>

## Background

Anawim is an independent charity originally founded by the Sisters of Our Lady of Charity. The trustees include representatives from Father Hudson's Society and Our Lady of Charity who worked with them to develop the work, their joint vision and ethos continue to inspire the project. Anawim seeks to support women who are vulnerable due to poverty, homelessness, abuse, rape, addictions, and may be drawn into prostitution and/or offending as a consequence. It recognises prostitution as exploitation of women. All staff, whether working in a paid or voluntary capacity, are expected to respect and work to the core values of respecting others, valuing all, and belief in the possibility of a life lived to the full.

Dawn House is a residential facility on the same site as the women's centre, providing support and accommodation to women upon release from prison & others in need, which is enabling, encourages mutually supportive relationships and maximises independence. The Anawim centre provides therapeutic courses and activities to support a range of women with complex needs to move on in their lives.

## Job Purpose

Dawn House provides support & a home to women upon release from prison which is enabling, encourages mutually supportive relationships and maximises independence. It is based on the same site as the Anawim centre providing therapeutic courses, work and activities to ensure rehabilitation & opportunities. Provide effective support to women who live in Dawn House or resettle in other areas of the community, manage their case co-ordinating with the Housing Officer, Residential support workers, ensuring excellent communication. Having due regard for confidentiality and Data Protection legislation.

## Outcomes:

- To improve their ability to make positive choices, lead healthier lives, reduce their offending, develop a stable and safe home environment and relationships and achieve economic stability through the provision of individual needs assessments and personalised support plans.
- Reduce their substance misuse, improve their money management and avoid homelessness.
- To be re-united with their children (where possible), taken off safeguarding plans, offered supervised contact.
- To improve relationships with family and integrate better into the community.
- Women helped to move from homelessness to suitably housed
- Women assisted to understand how to hold down a tenancy successfully
- Women moved from temporary accommodation to their own tenancies

## Key Tasks:

- 1 Work with the existing Dawn House and prison in-reach teams within the women's centre to identify & support women in prison who may be suitable residents. Undertaking detailed assessments to collect information on their readiness to reside in Dawn house and presenting these at panel meetings.
- 2 Build up a caseload of up to 30 women who are returning to the Birmingham area from prison referred by Community Connections workers, Resettlement teams, CAMEO or Probation. Offer holistic support to resettle upon release and move on in their lives. This will involve intensive through the gate support, advocacy at appointments with housing, Probation, drug & mental health services to enable stability in the first few days after release.
- 3 Undertake prison in-reach work in HMP Foston Hall & HMP Drake Hall as necessary as part of the team. Support women in prison with emotional issues, equipping with emotional regulation skills to reduce self-harm & suicidal thoughts as well as practical issues such as contacting solicitors, family members.
- 4 Arrange temporary accommodation for women upon release and assist in testing for suitability & readiness to change for entrance into Dawn house, arranging follow on accommodation for those not suitable or for whom there is not bed available.
- 5 Identify the individual needs of women on your caseload by undertaking an in-depth initial assessment using the Women's Risk Needs Assessment, work with their Probation Officer to deliver against their support plan and using the outcome Star tool, measure distance travelled.
- 6 The women you support will have a range of multiple and complex needs. They may have been involved in prostitution, are using illicit drugs, may exhibit offending behaviour, been victims of domestic abuse and have multi agency involvement in their lives such as safeguarding and had children removed. You will need to actively encourage and develop their confidence and self-esteem and ability to choose intimate partners who are a positive influence, avoiding future coercive or violent relationships.
- 7 Provide support to women involved in substance misuse, supporting them to reduce/desist through interventions and motivational interviewing.
- 8 Working with the Senior Support Worker to involve women in courses and activities at the centre and introduce them to support options in their local area according to their needs.

- 9** Undertake individual support with each woman monitoring her progress regularly and undertaking monthly reviews against her support plan. this could involve attending court, case conferences & writing reports.
- 10** Build a team to work alongside you made up of volunteers, students & peer mentors who can undertake the tasks outlined in her support plan. Co-ordinate her care including the involvement of the other professionals such as GP, CPN, Housing officer, Social Worker.
- 11** Offer your team group supervision where they can share issues, struggles, learn from each other and you and feel supported. Feed in updates on students & volunteers' progress to the co-ordinator for the University and the volunteer manager.
- 12** Along with the rest of the team take calls from the helpline and online chat on a rota basis.
- 13** Due to the vulnerabilities of the women referred you will require excellent assertive outreach skills to engage this hard to reach cohort of women and to help to involve them in all the activities and courses on offer at the centre.
- 14** Maintain accurate case files- paper and electronic, record outcomes & interventions and prepare reports for management board and funders as required.
- 15** Along with your team, train women in maintaining personal boundaries – keeping their property secure, not letting dealers/users in etc. general life skills - DIY, wiring a plug, putting a shelf up, managing bills, applying for LWP & grants for white goods/ carpets, how to set up a bank account, savings account, credit unions.
- 16** Participate in meetings and training as appropriate to the work.
- 17** Promote and uphold the Anawim policy on equal opportunities, values of inclusivity, empowerment with awareness of social exclusion.
- 18** Work in full compliance with all current appropriate legislation, standards and best practice.
- 19** Be responsible for the health, safety and welfare of yourself and others at work and to undertake the health and safety duties outlined in the Anawim Health and Safety Policy commensurate with this position.
- 20** Ensure the safety of the women in line with Anawim Policies and Procedures, flagging up concerns to the Service Manager.
- 21** Be vigilant at all times and report any safeguarding, health, safety or wellbeing concerns to the Service Manager.
- 22** Deal with obvious risks immediately e.g. Spillages, blocked fire exits, incidents of self-harm, arguments, accidents, threatening behaviour or phone calls.
- 23** Undertake additional duties within the overall running of Anawim as may be identified in consultation with the Service Manager and team.
- 24** Build up a caseload of up to 30 clients, some of whom will be residents of Dawn House and others released from prison to resettle effectively, to whom you would offer support and help to involve in all the activities, such as work opportunities and courses on offer at the centre.
- 25** To work as part of the on call Dawn House rota providing out of hours advice to the Dawn House support workers with any emergency matters.

**Additional Tasks:**

It is in the nature of our mission that tasks and responsibilities are in many circumstances unpredictable and varied. All workers are therefore expected to be flexible so that when the occasion arises, tasks that are not specifically covered in their job description are undertaken. These additional tasks will normally be to cover unforeseen circumstances and should be compatible with the regular work of Anawim. If the additional responsibility becomes regular, it will be included in the job description in consultation with the employee.

## PERSON SPECIFICATION

**Job Title:** Prison Liaison Worker

**Location:** Anawim

Factor	Essential	Desirable	Method of Assessment
<b>Knowledge and Experience</b>	<p>Experience of working with vulnerable women with a range of complex issues</p> <p>Understanding of safeguarding issues</p> <p>Knowledge of the criminal justice system &amp; prison</p> <p>Working knowledge of issues surrounding drug and alcohol misuse, offending, rehabilitation and prostitution</p>	<p>Knowledge of law, immigration and asylum</p> <p>Experience of the prison system.</p> <p>Experience of working within the criminal justice system</p> <p>Knowledge of benefits and housing and other agencies for support</p>	A, I, R
<b>Skills and abilities</b>	<p>Excellent interpersonal, communication and listening skills</p> <p>Ability to work effectively as part of an interdisciplinary team</p> <p>Ability to carry out needs assessments &amp; develop support plans</p> <p>Ability to engage with hard to reach women to build a good rapport in one to one and group settings</p> <p>Ability to work to a case management model and effectively carry a caseload</p> <p>Understanding of diversity, other cultures and religions</p> <p>Ability to network with other agencies</p> <p>Ability to work on own initiative and</p>	<p>Bi -Lingual skills in local community languages e.g. Romanian, Urdu, Punjabi etc.</p>	A, I, R

	<p>develop innovative models of practice.</p> <p>Able to work as a member of the team and share information internally and with outside agencies</p> <p>Understanding of the need for confidentiality &amp; data protection</p> <p>Ability to cope with stressful and emotional work</p> <p>Ability to produce reports as required</p> <p>Ability to plan and prioritise work</p>		
<b>Other</b>	<p>Full driving licence, business insurance and use of own vehicle</p> <p>Calm, friendly and approachable disposition</p> <p>Flexibility and a willingness to work evenings and evenings and weekends.</p> <p>Enhanced Disclosure from the Disclosure &amp; Barring Service. (Requested by FHS if appointed)</p>		A, D, I, R
<b>Commitment</b>	To the core values and beliefs of the Project and the Founding Partners.		I

**Method of Assessment:** A = Application Form D = Documentation I = Interview  
T = Test/Exercise P = Presentation R = Reference