

### Job Description

- *Schedule 9, Paragraph 1 of the Equality Act 2010 applies.*
- *This post is exempted from Rehabilitation of Offenders Act 1974*
- *Fixed term for two years initially*

**Job Title:** Female Criminal Justice Practitioner

**Location:** Anawim, Balsall Heath, Birmingham

**Grade:** Anawim Scale Point (ASP) 25-30

**Salary:** £24,953 - £29,495 per annum

**Hours:** 37 hours per week (part-time hours considered)

**Responsible to:** Criminal Justice Services Manager

#### **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 potential.

Changing Lives have been commissioned to provide needs led support to women under the supervision of the National Probation Service. Our Women's Justice Partnership (WJP) comprises of leading Midlands Charities: Changing Lives, Anawim, Black Country Women's Aid & Fry Accord.

Women become involved in the Criminal Justice System for a complex range of reasons. In our gender specific services, we provide holistic support *to women by women*, to overcome challenges and address needs, enabling them to successfully move-on from services and live fulfilling, crime free flourishing lives. The role will include around one day a week in-reach into HMP Drake Hall & HMP Foston Hall to make contact with women & subsequently ensure they resettle successfully and into our community services on release.

## Aims

We will be particularly required to support women with overcoming issues around their:

- Personal Wellbeing
- Accommodation
- Finance, Benefits and Debts
- Employment, Training and Education
- Family and Significant Others
- Lifestyle and Associates
- Social Inclusion / Release from prison
- Dependency and Recovery

The WJP is an inclusive and supportive programme driven to achieve the best for local communities. We will work closely with local community organisations to encourage women to access existing resources as well as working to build new opportunities. We will support women to build upon their strengths and work through any barriers that are preventing them from progressing and achieving their potential.

This is a unique opportunity and role where you really can make a difference to improve women's lives. Working within the WJP we are seeking dynamic, personable, creative and empathic individuals to be Women's Criminal Justice Practitioners, who will deliver therapeutic group work, undertake one-to-one sessions, community asset building and psycho-social interventions that support and enable women to make positive changes to their lifestyle.

## Main Duties and Responsibilities:

- 1 To build a caseload of women who will be under Community Orders where their attendance is part of their Order or on licence upon release from Prison. Around one day a week will be attendance in prison to support women prior to their release.
- 2 Assist the women to identify their own needs and support them to progress using a strength based and trauma informed approach to reduce the likelihood of further offending. By undertaking an in-depth initial assessment, work with the referrer to deliver against their support plan and using the outcome Star (or other tool supplied by CL) to measure distance travelled.
- 3 Provide flexible, pro-active outreach support to women who may be reluctant to engage with services or who need additional support to comply with Court/Prison Licence requirements, reducing the likelihood of breach or recall to custody.
- 4 Accompany individuals to appointments in the community, acting as advocate as required.

- 5 Provide support in Women's Prisons up to twice a week. This includes assessing women's needs in prison and planning through the gate pick up and communicating with Probation officers and Prison staff.
- 6 Work with the woman to develop her support plan, then review and monitor individual's progress against it building up her personal strengths & social networks.
- 7 Build a team to work alongside you made up of volunteers, students and peer mentors who can undertake the tasks outlined in your caseload's support plans. Co-ordinate their care including the involvement of other professionals such as GP, CPN, Housing officer, Social Worker working in partnership with the Probation officer.
- 8 Help to develop colleague's knowledge and understanding of the needs of women involved in the Criminal Justice system, and how to work in a trauma-informed manner.
- 9 Together with your team develop directories of useful services & information pertaining to the 8 pathways above including how to manage criminal records disclosure & knowledge of current benefit legislation.
- 10 Develop and facilitate a range of flexible and effective psychosocial interventions & courses, actively encouraging your clients to attend.
- 11 Work as a team providing cover for colleagues during periods of absences. This will include providing provision within a women's prison.
- 12 Promote the programme using branded literature and materials throughout the community and in Prison.
- 13 Work with your caseload to develop access and contact with agencies, support groups & services in their locality to ensure effective sustainable support networks are in place to ensure onward support & lasting rehabilitation.
- 14 Keep accurate records, updated within specified deadlines, keep the National Probation Service informed of participant's attendance, prepare reports and contribute to all information sharing forums.
- 15 Work to the performance standards provided and requested by Changing Lives, Ministry of Justice and National Probation Service.
- 16 Ensure all Key Performance Indicators are met, and strict deadlines are adhered to.

- 17 Work within accordance of all data protection requirements including UK GDPR and ISO27001:2013 standards.
- 18 Maintain in depth and up-to-date knowledge of all Anawim's practices and policies
- 19 Actively participate in one-to-one, team meetings and any required training and development activities.
- 20 Along with the rest of the team take calls from the helpline and online chat on a rota basis.
- 21 Maintain accurate case files- paper and electronic, record outcomes and interventions and prepare reports for management board and funders as required.
- 22 Promote and uphold the Anawim policy on equal opportunities, values of inclusivity, empowerment with awareness of social exclusion.
- 23 Work in full compliance with all current appropriate legislation, standards and best practice.
- 24 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.
- 25 Be vigilant at all times and report any safeguarding, health, safety or wellbeing concerns to the Service Manager/co-ordinator.

#### **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**

Area	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	Relevant degree or professional qualification (NVQ level 4 minimum) in a related field (e.g. Criminology, Probation, Health Care, Social Work, equivalent overseas qualification).	Psychology degree	A, I, D
<b>Experience</b>	<p>Have proven experience of providing holistic one to one support, working with vulnerable women with a range of complex issues including trauma</p> <p>Have experience of team and partnership working and professional relationships with agencies in voluntary, private and public sectors.</p> <p>Experience of holding a caseload &amp; undertaking regular 1-1 interventions &amp; reviews.</p> <p>Good understanding of domestic abuse, self-harm and suicide</p> <p>Understanding of safeguarding policies &amp; procedures</p> <p>Experience of working in an environment that requires confidentiality</p>	Experience of delivering group work.	A, I, R
<b>Knowledge</b>	<p>Have a sound working knowledge of the Criminal Justice System and Mental Health (particularly Personality Disorder).</p> <p>Knowledge of benefits, housing and employment</p> <p>Working knowledge of issues surrounding drug and alcohol misuse, offending and prostitution</p>		A, I

<p><b>Skills and abilities</b></p>	<p>Excellent communication, behaviour management and de-escalation skills.</p> <p>Excellent interpersonal skills; ability to recognise and respond appropriately to situations requiring tactful or diplomatic handling.</p> <p>Assessment, Care Planning and Risk Assessment Skills</p> <p>Ability to relate to individuals who have a history of serial exclusion, homelessness, those with Mental Health issues and problematic substance misuse.</p> <p>Ability/experience of maintaining clear professional boundaries</p> <p>Ability to work creatively to motivate and support individuals</p> <p>Understanding of trauma informed and trauma responsive practice</p> <p>Ability to communicate at all levels.</p> <p>Ability to work as part of a team.</p> <p>Ability to lead a team-remaining boundaried as well as approachable.</p> <p>Ability to liaise with both external and internal supporting agencies.</p> <p>Ability to maintain a high standard of case file recording in line with current procedures using electronic database</p>		<p>A, I</p>
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	<p>Understanding of diversity and anti-oppressive practice, other cultures and religions</p> <p>Ability to relate and come alongside those with lived experience of multiple vulnerabilities.</p> <p>Ability to network with other agencies and professionals i.e. Police, Probation, promoting the Anawim service, speaking and presenting at team meetings and conferences when necessary</p> <p>Understanding of the need for confidentiality and its limitations and data protection</p> <p>Emotionally resilient, with good self-care and self-awareness.</p> <p>Creativity and ability to adapt and develop methods of learning that inspire and engage</p> <p>Hold excellent professional boundaries enabling an ability to cope with stressful and emotional work</p> <p>Computer Literate</p> <p>Ability to work with women in one to one meetings to increase her motivation to change and develop, recognising her needs</p> <p>Ability to produce reports presentations and displays as required</p> <p>Good IT skills, ability to use email, electronic calendars, databases and find information on the internet</p> <p>Ability to plan and prioritise work</p>		
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<p><b>Disposition / Personal Qualities</b></p>	<p>Enthusiastic and self-motivated.</p> <p>Ability to negotiate and influence outcomes.</p> <p>Committed to developing and improving a holistic service in order to meet the needs of women with vulnerabilities.</p> <p>Committed to empowering the women to make choices in all areas of their lives.</p> <p>Committed to developing your staff team to be the best they possibly can be maintaining their own wellbeing whilst supporting the needs of the women they are working with.</p> <p>Commitment to anti-discriminatory practice.</p> <p>Understanding of and commitment to the principles of equality and diversity.</p>		<p>A, I, R</p>
<p><b>Other</b></p>	<p>Excellent personal boundaries</p> <p>Full UK Drivers licence, and use of a car</p> <p>Commitment to ongoing personal, and professional development</p> <p>Satisfactory Enhanced Disclosure from the Disclosure and Barring Service (costs met by Anawim)</p> <p>Prison clearance Enhanced level 1 (costs met)</p>	<p>Full driving licence and use of own vehicle</p>	<p>I, D</p>

**Method of Assessment:**

**A = Application Form D = Documentation I = Interview T = Test/Exercise R = Reference**