

Job Description: Prison Pre-Release Worker



Function:	Justice Services
Position:	Prison Pre-Release Worker
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head of Offender Management Services
Additional reporting line to:	Head of Resettlement
Position location:	HMP Bronzefield

1. Purpose of the Job –

The job holder will support the resettlement and pre-release planning for offenders approaching release from prison. This will require close working with and referrals to external stakeholders such as the Probation Service, Commissioned Rehabilitative Services and accommodation providers.

The role includes undertaking initial assessments of the needs of the women entering custody, and then signposting them to bespoke services to address their immediate needs and prepare for their release to the community.

Undertake a range of resettlement focused offender management tasks with offenders assessed as low or medium risk of harm and to support the Probation Officer grade in high-risk cases.

Supporting effective resettlement planning to protect the public, reduce the likelihood of reoffending, contribute to the safety and wellbeing of prisoners upon their release and help maintain the security and good order of the prison.

The job holder will have undergone selection and additional training to carry out this specialist delivery job as a Prison Pre-Release Worker to residents.

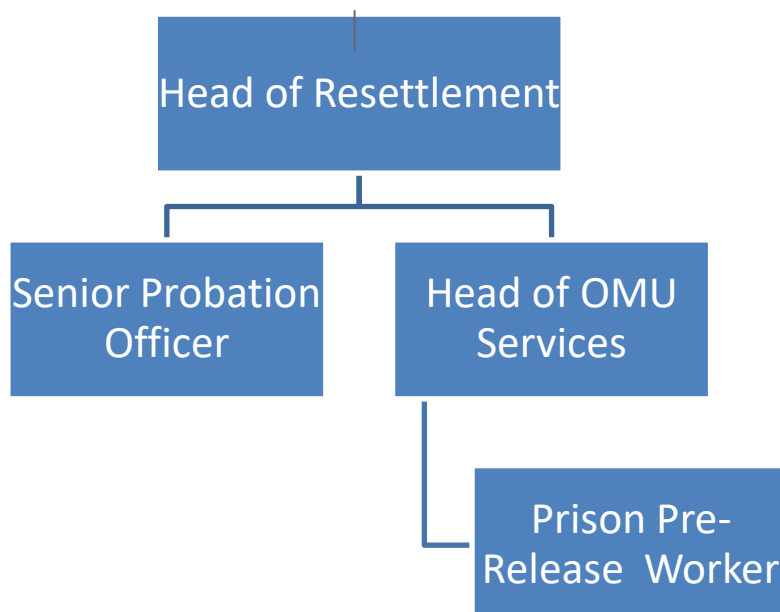
This is a non-operational job without line management responsibilities.

The job requires regular prisoner facing activities and duties within a prison environment. This will include a flexible working approach where some occasional early mornings and or late-night working may be required.

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

- Provide resettlement and pre-release support for approx. 30-40 prisoners a month. Including both remand and sentenced prisoners.
- Weekly attendance and contribution to the Pre-Release Planning Meeting
- Monthly attendance and contribution to the Through the Gate Strategy Meeting
- Regular attendance and contribution to various internal meetings, including the Public Protection meeting.
- Completion of initial and review Basic Custody Screening Tools level 2 (BCST2's)
- Flexibility and occasional early or late working maybe required.

3. Organisation chart



4. Context and main issues –

- Support and assist in co-ordinated resettlement planning for prison leavers, often with complex needs and a history of reoffending.
- Identify needs and appropriate support to address them.
- Regular communication (via email, telephone or other means) with multiple agencies, departments and stakeholders
- Conducting interviews and meetings with prisoners to assess their needs and identify appropriate actions to support them.
- Completing referrals to various agencies and following up on those referrals to ensure positive resettlement outcomes within strict timescales.
- Regular liaison with and referral to housing providers – responding to questions and requests for information.
- Establish, develop and maintain professional relationships with Residents and staff within the prison environment.
- Support prisoners at the point of release, which can be a vulnerable and difficult time for prisoners.
- Contribute to the management of risk posed by prisoners to protect victims of crime and the general public.
- Effective communication and work with other agencies and groups to prevent reoffending and meet the needs of victims and prison residents.
- Attend and contribute to various meetings (internal and external to the prison)

5. Main assignments –

- To undertake a range of resettlement focused offender management tasks with low to medium risk cases.
- Maintain and update systems in line with local agreements.

- Attend and contribute to relevant meetings as required.
- Understand, apply and conform to national and local policies.
- Support from probation officers in the case management of high-risk Residents will be given when required.
- Support and liaise with Prison/Community Offender Managers
- Be involved in relevant processes in the prison to safeguard prisoner welfare and violence reduction/anti-bullying.
- Interview residents within prescribed timescales of their arrival then update case management notes on PNOMIS or relevant IT systems.
- Access the Offender Assessment System (OASys) to identify individual needs and ensure any referrals highlight these.
- Obtain further information if required from outside agencies to complete comprehensive referrals.
- Complete all paperwork for the cases in line with relevant policies, standards and set timescales.
- Highlight any resident who gives significant concerns by their behaviour. Concerns may be for a variety of issues, for example, any resident who has presented in the past risk of suicide or self-harm, or if there are any outstanding concerns with regards to victims or further offences and racial harassment.
- Contribute to Multi-Agency Public Protection Arrangements (MAPPA) Boards and work with all relevant external agencies to protect the public when releasing residents under MAPPA.
- To work collaboratively with colleagues and maintain effective team relationships, in particular with POMs and Key Workers.
- Demonstrate pro-social modelling skills by consistently reinforcing pro-social behaviour and attitudes and challenging anti-social behaviour and attitudes.
- To use computer based systems to produce, update and maintain records and other documentation within agreed timescales.

6. Accountabilities –

- Part 2 of the Basic Custody Screening Tool completed (targeted at 100%)
- Completion of relevant housing referrals, Duty to refer etc.
- Reports completed to a high standard and on time
- Responding to Applications within 3 working days (targeted at 100%)
- Responding to Prisoner Complaints and Correspondence within allocated time frame (targeted at 100%)
- Resident contact time

7. Person Specification –

Essential

- 5 GCSE A-C Grade or equivalent
- Ability to build professional pro-social relationships (with prisoners; with other prison staff; and with partner agencies).
Ability to question and evaluate information about individuals, assess needs, recognise risks, write reports and make appropriate referrals based on your analysis.
- Knowledge of the 9 Pathways to Reducing Re-offending (for women).
- Non-judgmental understanding of the life experiences and social problems affecting women in custody and how these also affect their ability to resettle effectively and safely into the community.
- Ability to deal with aggressive/abusive behaviour whilst remaining professional.
- Effective organisational skills suited to a busy department, including the ability to prioritise and meet deadlines and maintain high standards across all elements of the job.
- Ability to work effectively both in a team and on an individual basis.

- Developed communication skills (both oral and written).

Desirable

- Experience of working with a diverse range of people who have experienced a range of social/personal difficulties and the need to use tact and discretion when dealing with confidential and sensitive issues.
- Experience in planning and coordinating work.
- Experience of working with groups or individuals to motivate and change behaviour.
- An understanding of and commitment to equal opportunities and diversity good practice
- The ability to complete all mandatory training as required and learning “on the job” to support the job role

8. Competencies –

<ul style="list-style-type: none"> ■ Growth, Client & Customer Satisfaction / Quality of Services provided 	<ul style="list-style-type: none"> ■ Rigorous management of results
<ul style="list-style-type: none"> ■ Continuous improvement 	<ul style="list-style-type: none"> ■ Resilience
<ul style="list-style-type: none"> ■ Working with others 	<ul style="list-style-type: none"> ■ Learning & Development
<ul style="list-style-type: none"> ■ Impact and influence 	<ul style="list-style-type: none"> ■ Innovation and Change
<ul style="list-style-type: none"> ■ Employee Engagement 	

9. Management Approval –

Version	1	Date	
Document Owner	James Whiteley		