

# Job Description: Resettlement & Community Links Caseworker



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| Function:                                      | Integrated Offender Management Unit                            |
| Position:                                      | <b>Integrated Offender Management Unit (IOMU) Caseworker</b>   |
| Job holder:                                    |  |
| Date (in job since):                           |  |
| Immediate manager<br>(N+1 Job title and name): | Rehabilitative Services Manager                                |
| Additional reporting line to:                  |  |
| Position location:                             | HMP & YOI Bronzefield, Woodthorpe Rd, Ashford, Middx, TW15 3JZ |

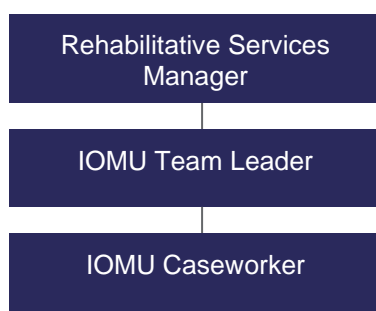
## 1. Purpose of the Job – State concisely the aim of the job.

- To protect the public, reduce the likelihood of reoffending, contribute to the safety and wellbeing of women in custodial care, and help maintain the security and good order of the prison.
- To assess the likelihood of reoffending and risk of harm an individual presents to themselves and others
- To case manage residents in custody (including preparing them for release by providing motivation, assistance and support with resettlement needs as part of a sentence plan); and liaise with IOMU colleagues, other prison departments and partner agencies (especially the National Probation Service and Community Rehabilitation Companies) about sentence planning, resettlement needs and risk management
- To operate within the framework of legislation, guidance and policy to ensure the provision of a quality service.

## 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.

- Monthly attendance and contribution to the Through the Gate Strategy Meeting
- Monthly attendance and contribution to the Public Protection Meeting
- Regular attendance and contribution to MAPPA Meetings, ROTL Boards and Risk Management Meetings
- Provide Case Management for between 40 and 60 residents in custody
- Flexibility and occasional evening and weekend working maybe required
- Completion of Part 1 of the Basic Custody Screening Tool (BCST) for new receptions

## 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



**4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Assessment of offenders to identify criminogenic needs, likelihood of reoffending and risk of harm using the Offender Assessment System (OASys) tool, semi-structured interviews and supplementary reports and information.
- Co-ordination of sentence planning by communicating with the National Probation Service and Community Rehabilitation Company Offender Manager in the community, the offender and other prison departments and partner agencies that provides interventions.
- Attend and participate in IOMU team and other departmental meetings as required.
- Represent the IOMU at internal and/or external meetings as required.
- Take an active part in ensuring IOMU targets (including for BCST, OASys, ETE, accommodation, MAPPA reports) are met and the monthly statistics are accurate.

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- Completion of Part 1 of the Basic Custody Screening Tool (BCST)
- Manage a caseload of women in custody, including regularly meeting individuals in order to motivate, support and coach offenders to achieve the objectives of their sentence plan, and to review progress
- Undertake OASys, Sentence Planning, Risk Management and any other risk assessments as required to do so
- Liaise effectively with other agencies and disciplines to meet identified concerns in custody and community, including women involved in sex work and at risk of domestic abuse.
- Refer individuals to and facilitate the delivery of offending behaviour programmes by other prison departments and/or partner organisations
- Provide reports as requested to support other custodial processes, including Home Detention Curfew (HDC), Release on Temporary Licence (ROTL), Mother & Baby Unit (MBU), MAPPA and Parole and to attend related meetings as appropriate.
- Act as a role model to consistently promote and reinforce pro-social behaviour and attitudes
- Develop and maintain effective working relationships with residents, colleagues, voluntary sector and partner agencies
- Maintain accurate paper and computer records (including updating information on NOMIS and CMS), and complete other administrative tasks.
- To work at all times in accordance with all relevant legislation, guidance and policy (including PSOs/PSIs, information assurance and data protection).
- Participate in regular one-to-ones with line manager
- Attend and complete all training identified as required by and/or appropriate to the post.

**6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Part 1 of the Basic Custody Screening Tool completed (targeted at 100%)
- Complete OASys assessments within allocated time frame (targeted at 100%)
- Optimum number of residents released under HDC
- Return of completed MAPPA F forms within allocated time frame (targeted at 100%)
- Responding to Applications within 3 working days (targeted at 100%)
- Responding to Prisoner Complaints and Correspondence within allocated time frame (targeted at 100%)
- Complete Parole reports as requested

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- 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 (including identify patterns and trends in offending behaviour), assess risks, write reports and make appropriate defensible decisions 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 resettlement 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 in a custodial environment and/or of working with offenders in the community. (The quality of the experience may be more important than the quantity and could be gained through either paid or voluntary work in a range of settings, including: approved premises; prison visiting services; victim support services; youth offending teams; third sector/charitable organisations; community payback teams; restorative justice.)
- Experience of working with challenging behaviour
- Understanding of the wider criminal justice system, including public protection arrangements.
- Experience of working on housing issues and related training.
- Experience of risk assessment and/or risk management.
- Awareness of the *Transforming Rehabilitation* changes currently underway in probation and prison services.
- Degree in a related subject (eg, criminology, sociology, psychology/forensic psychology) or relevant vocational qualification

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

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|---|--|
| Growth, Client & Customer Satisfaction / Quality of Services provided |  |
| Rigorous management of results  |  |
| Brand Notoriety   |  |
| Commercial Awareness  |  |
| Learning & Development  |  |
| Innovation and Change   |  |

**9. Management Approval** – To be completed by document owner

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|----------------|----------------|------|------------|
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| Document Owner | Nathan Sawford |      |            |