

## JOB DESCRIPTION

<b>EMPLOYER</b>	Cumbria & Lancashire CRC
<b>JOB TITLE:</b>	PSO – Interventions Facilitator
<b>LOCATION:</b>	Area wide
<b>FUNCTION:</b>	Interventions
<b>SALARY BAND:</b>	Band 3
<b>RESPONSIBLE TO:</b>	Practice Manager / Interventions Manager
<b>RESPONSIBLE FOR:</b>	Not applicable
<b>HOURS OF WORK:</b>	<p>37 hours per week.</p> <p>Evening and weekend working will be a requirement of the job. Enhanced rates of pay will be payable for time worked outside the “normal hours band”.</p> <p>Work in excess of contracted hours will attract excess hours payments <b>OR</b> time of in lieu (dependant upon Job Band).</p>
<b>CAR STATUS:</b>	Casual

***This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time and should not be regarded as exclusive or exhaustive. There may be other duties and requirements at the same or lower responsibility level associated with this post.***

### **OVERALL PURPOSE OF JOB:**

The Probation Service Officer (PSO) role in Cumbria and Lancashire is integral to the core activities within the two disciplines of Offender Management and Interventions. The Probation Service Officer has an important part to play in the supervision of offenders. This will include taking a central role in their supervision and the delivery of groupwork programmes.

Probation Service Officers will work in various units and locations in Cumbria and Lancashire. Although they will normally work within either Offender Management or Interventions, flexibility will be needed and they may therefore be required to undertake any reasonable combination of duties and responsibilities. Career development will be

encouraged for Probation Service Officers across the various roles in accordance with the service's mobility policy

Probation Service Officers will be required to:-

- Work to high professional standards
- Comply with the Area's Equality and Diversity Strategy and associated procedures and embrace a culture which values diversity
- To ensure the health, safety and welfare of self and others in accordance with the Area's Health and Safety Policy and associated procedures and embrace a culture which embeds a H&S culture.
- Operate in an open, transparent and participative way
- To promote the aims and values of Cumbria & Lancashire CRC

### **MAIN RESPONSIBILITIES AND DUTIES**

To deliver a range of accredited programmes, group work programmes and individual work to service users in accordance with area policy and procedures.

### **SPECIFIC TASKS AND ACTIVITIES**

#### **Operational:**

1. To deliver structured groupwork and individual interventions to low, medium and high risk offenders..
2. Assist in the assessment of service users pre-sentence/pre-release.
3. Instruct service users to attend required groups and programmes as required.
4. Maintains service user and programme activity records.
5. To promote the work of the Interventions Unit with Responsible Officers, Offender Managers, sentencers and external organisations.
6. Liaise with Offender Managers and Responsible Officers and relevant external organisations in connection with service users attending programmes.
7. Contribute to the evaluation of groupwork programmes.
8. Produce session records and other relevant documents and reports as required using the area's computer-based systems.
9. Maintain the Interventions Manager and Delius databases.
10. Attend programmes specific training and other relevant courses in order to increase knowledge and skills.
11. Work collaboratively with other members of the interventions team ensuring good communication to enable the effective delivery of interventions.

- 12. Complete programme reports and review meetings.
- 13. To deliver individual sessions to high risk offenders.

**General:**

- 13. Ensure effective working with offender management staff, service providers and external agencies to revise progress and associated risks.
- 14. To provide cover to other Interventions units and offender manager units as required across Cumbria and Lancashire.
- 15. Demonstrate pro-social modelling skills by consistently praising pro-social behaviour and attitudes, and challenge anti-social behaviour and attitudes.
- 16. Work with service users to facilitate understanding of the links between the different interventions; help the offender make the links between new learning and their day-to-day environment; ensure the service user practises new skills and behaviours and demonstrates new behaviours in their own environment.
- 17. To work in accordance with effective practice principles and Cumbria and Lancashire CRC policy and procedures.
- 18. To undertake any other duties which are commensurate with the grading of the post.

<b>Name of Postholder:</b>	
<b>Signature of Postholder:</b>	
<b>Name of Line Manager:</b>	
<b>Signature of Line Manager:</b>	
<b>Date:</b>	

## PERSON SPECIFICATION

<b>Job Title:</b>	PSO – Interventions Facilitator	<b>Team:</b>	Interventions
<b>Salary Band:</b>	Band 3	<b>Date:</b>	November 2018

<b>Short-Listing Criteria</b>	<b>Essential/ Desirable (E/D)</b>	<b>Assessment Method (How it will be measured whether a candidate meets the criteria)</b>
<p><b><u>Qualifications</u></b></p> <p>1. Educated to GCSE or equivalent</p>	E	Application form
<p><b><u>Knowledge/Experience</u></b></p> <p>1. Experience of working with a variety of people who have experienced a range of social/personal difficulties</p> <p>2. Knowledge and understanding of the work of the Criminal Justice System.</p> <p>3. Experience of working with groups or individuals in order to motivate and change behaviour</p>	E  D  D	Application form/Interview  Application form  Application form/Assessment Centre
<p><b><u>Skills/Abilities</u></b></p> <p>1. Ability to communicate effectively both orally and in writing both in a group and on an individual basis.</p> <p>2. Ability to work as part of a team, demonstrating an ability to work flexibly to complete workloads and meet deadlines.</p> <p>3. An ability to motivate people and challenge unacceptable behaviour where necessary.</p> <p>4. An ability to use a range of office processes, equipment and computer based systems.</p>	E  E  E  E	Assessment Centre/Interview/report writing exercise  Interview  Interview/Assessment Centre  Application form
<p><b><u>Physical Requirements</u></b></p> <p>1. Demonstrate a good attendance record*</p>	E	Application Form/ Reference/Occupational Health Assessment

<b><u>Commitments</u></b>		
1. Committed to the aims, objectives and values of the service, including Equal Opportunities and Diversity in the workplace.	E	Application form/interview/assessment centre
2. Ability to work flexibly to meet service needs as required. There is a requirement that you are available to work 2 evenings per week.	E	Interview
3. Ability to travel throughout the county.	E	Application Form

\* The Cumbria and Lancashire CRC has a target of no more than 10 days' absence per employee per annum. Short listed applicants will, therefore, be required to demonstrate that this can be reasonably achieved by them detailing their absence record including dates and reasons for each period of absence over the last two years and by completion of a medical questionnaire and assessment by Occupational Health. Absences related to a one-off medical complaint, now resolved, e.g. operation or pregnancy-related illness, will be disregarded in this assessment. Absences related directly to the DDA will also be disregarded.