

# Job Description: [Family Pathway Worker]

Function:	Justice services
Position:	<b>Family Pathway Worker</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Alison Carlill – Community Resettlement Manager
Additional reporting line to:	Sally Houghton – Head of Resettlement
Position location:	HMP Forest Bank

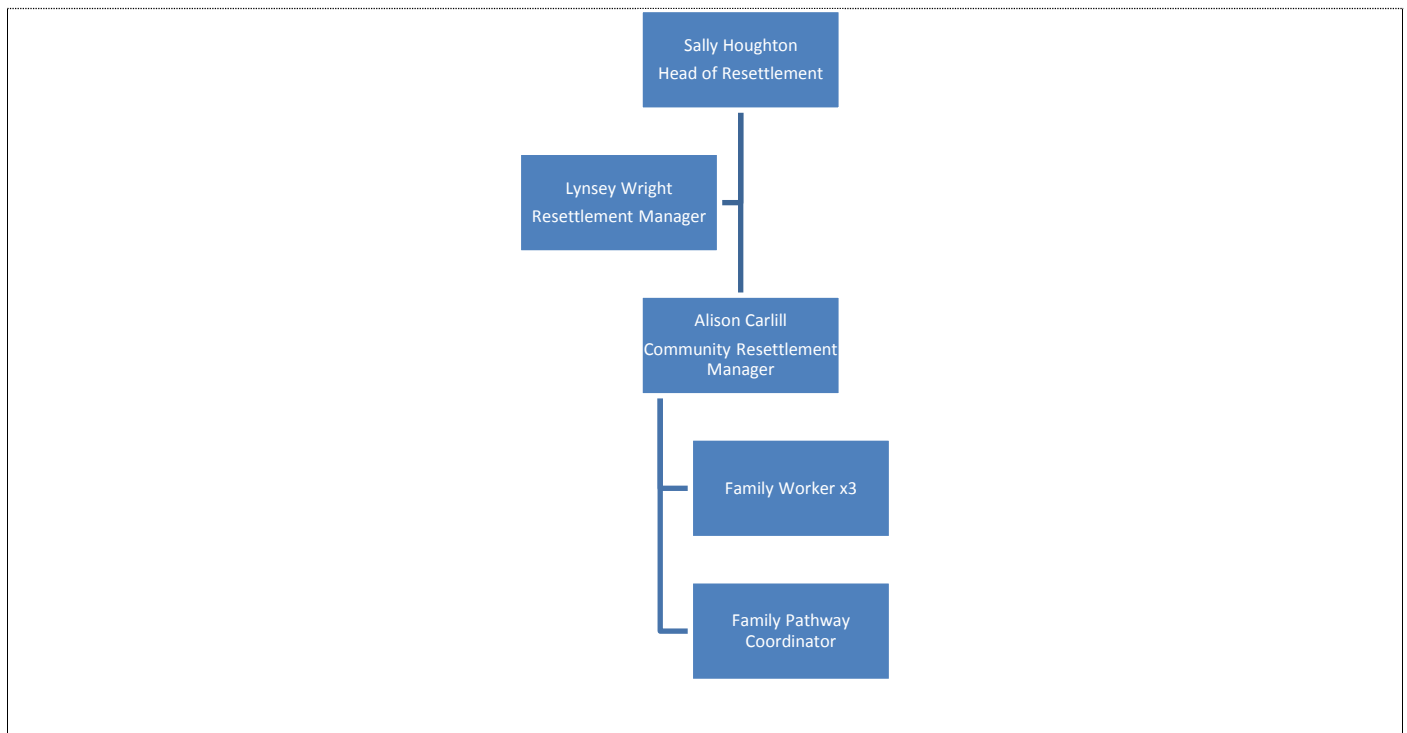
## 1. Purpose of the Job – State concisely the aim of the job.

Due to a review of the Children and Family pathway offer, from the 1<sup>st</sup> of October 2017, an exciting opportunity has arisen to work with prisoners and their families. This is a new and innovative role and successful candidates will be involved in the continued development of the family offer.

## 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.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc						
		Net income growth:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Cash conversion:	tbc						
Characteristics    ▪    Add point									

## 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.

- To ensure security is upheld
- Ensure confidentiality procedures are adhered to
- To Ensure Sodexo Justice services guidelines are adhere to.
- To ensure safeguarding policies and procedures are adhered to.

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

- Take a whole family, asset based, approach to deliver effective family engagement through skilled, needs-led case management of prisoners and their families.
- Use a care plan, solution focused, approach which allows prisoners and their families to identify their goals, work towards and achieve positive outcomes in a challenging environment.
- Contribute to the evidence base of the Children and Families Pathway through correct completion of case notes, outcomes and data as requested to do so.
- Deliver a range of interventions, including play interventions, to prisoners and/or their families.
- Facilitate groups of prisoners and/or their families in a positive environment; facilitate appropriate discussions, respond to challenge and present alternative choices and options.
- Communicate appropriately with relevant community and prison based agencies to share information and ensure prisoners and their families have access to support in prison and the community: act as a single and consistent point of contact for community and prison colleagues as identified by the Line Manager.
- Deliver Hidden Sentence training and other staff awareness sessions to promote the Children and Families

pathway and support HMP Forest Bank's workforce development.

- Contribute to the continued development of the Children and Families Pathway through sharing valid ideas generated through experience and research. Have a flexible approach to any such developments and adapt to ways of working which may stem from regional and/or national guidance as determined by your Line Manager.
- Implement and develop the use of Outcome Star to measure outcomes and be accountable for those outcomes.
- Work within a small team of Family Workers; to support colleagues through sharing good practice, providing cover and engage with supervisions and the PDR process to work effectively within the team and line management structure.
- Maintain professional boundaries, adhere to Safeguarding procedures and SJS policies and procedures.
- Represent SJS professionally at all times, be presentable and adhere to SJS's values.

**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.

- Completion of performance monitoring tools, including regime monitoring and an evaluation tool.
- Appropriate partnership links with community agencies are in place and maintained to a high standard
- Delivery of family focused interventions in a 1-1 and group setting.
- Performance management through supervisions and PDR process.

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

- Experience of managing a case load of clients
- Experience of partnership working and/or working in a multi-disciplinary environment.
- An excellent knowledge of the impact imprisonment can have on families
- Experience of facilitating group work is desirable
- Experience of delivering training is desirable
- Experience of working with offenders or within the Criminal Justice setting is desirable
- Experience of working with families is desirable
- A good level of numeracy and literacy
- Good interpersonal skills and have an empathic approach.
- Good planning and organisational skills
- To hold appropriate values and beliefs and be passionate about family work within prisons.

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

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Leadership & People Management
▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	
▪ Commercial Awareness	

<div> <div>■ Employee Engagement</div> </div>	
<div> <div>■ Learning &amp; Development</div> </div>	

9. Management Approval – To be completed by document owner

Version		Date	18.10.17
Document Owner	Alison Carlill		