

# Job Description: Facilitator



Function:	Accredited Programmes Department
Position:	<b>Treatment Manager</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head of Interventions
Additional reporting line to:	Head of Residence
Position location:	Office Location.

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

Accredited programmes make a difference. They contribute significantly to the assessment, reduction and management of risk. They contribute to the successful management of an offender through their sentence and provide valuable information for decision makers contemplating their progression.

Treatment Managers effectively oversee programme delivery; support and develop the delivery team and ensure that suitable plans are made and well communicated in order to support the offender post programme completion.

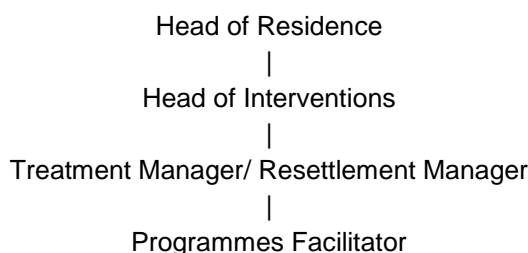
The role of the Treatment Manager is to also ensure treatment quality and integrity, so that the programme is delivered as it was designed to be; through the appropriate selection and assessment of prisoners, and ensure that the delivery of treatment complies with the clinical requirements of the programme.

## 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			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	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.

A Treatment Manager is a prisoner facing role and the post will be required to attend all mandatory training. A Treatment Manager will also have line management responsibilities and will need to deliver sessions when appropriate. There is also of administration work that is involved in this post and the use of computers.

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

- Responsible for the quality of delivery of the programme which includes the preparation, engagement, facilitation, assessment, reporting and ongoing support of participants and staff involved in delivering offending behaviour programmes
- Responsible for ensuring that programmes are delivered in accordance with their design and that facilitators adhere to the principles of the programme
- Responsible for ensuring facilitators are properly selected and have been through the selection procedure as set out in the Treatment Management Manual
- Responsible for the ongoing support and continuing professional skill development of facilitators
- Responsible for setting a supervision contract with facilitators, providing professional supervision (majority within lifetime of the group) that is compliant with the Treatment Management Manual
- Responsible for Video monitoring (VM) the required amount of sessions as set out in the Management Manual
- Provide feedback from the VM to facilitators in a way which develops their skills and improves the delivery of the programme
- Maintain a log, complete reports in line with national guidance and complete the majority of VM within the lifetime of group (or in a timely fashion for rolling programmes)
- Ensure national guidelines on the assessment and selection of prisoners are followed to ensure that only those prisoners who require the programme, on the basis of risk, need, responsivity and diversity are selected for the programme
- Ensure national guidelines for the de-selection of prisoners are followed where necessary
- Supervise and authorise post programme reports ensuring they meet the needs of those for whom they are written such as prisoner manager, parole board
- Respond to any local queries or complaints about the delivery of the programme

- Attend all relevant training and the Regional and/or National Treatment Manager meetings
- Contribute to the function and activities of the Accredited Intervention Management (AIMs) team and attend regular meetings (minimum of 10 per year)
- Contribute to local programme Awareness Training
- Contribute to sentence planning and reducing reoffending. Applies safer custody practices and complies with national and local security standards

The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary.

#### **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.

- To reduce risk of re offending
- To promote resettlement
- To achieve compliance with the audit criteria

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

##### **Essential**

- Have an interest in group work delivery
- Have been successful, or is willing to train, in Interventions Services accredited training.
- Have an interest in working with people who have cognitive distortions
- Be able to prepare for and deliver sessions (minimum delivery required).
- To have staff management skills
- Liaise with OMU/OASYs staff in the management of offenders.
- Contribute to the development of pro social goals leading to a crime free life.
- Develop programmes in line with Interventions Services, HMPPS, Audit and contractual requirements.
- Good communication and Interpersonal skills.
- A relevant professional or post graduate qualification in a relevant subject
- Ability to use initiative and work autonomously
- To have personal resilience
- Have demonstrated their knowledge of the research and theory literature offending and its treatment..
- Have sufficient power within the establishment to be able to effect organizational change when necessary.
- Have attended, or is willing to attend supervision and Treatment Management training.

##### **Desirable**

- Vocational competencies around offending behaviour.
- Knowledge of the different treatment models and services available to offenders.

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

- Working with others
- Leading others
- Resilience
- Planning and Organisation
- Continuous Improvement
- Impact and influence

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

Version		Date	
Document Owner			

**10. Employee Approval** – To be completed by employee

Employee Name	Date	
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