

JOB DESCRIPTION

JOB TITLE: PROBATION SERVICES OFFICER
(OFFENDER MANAGEMENT)

ACCOUNTABLE TO: TEAM MANAGER

JOB PURPOSE:

- Responsible for the overall management of offenders in low and some medium risk of harm in the community to ensure the sentence plan is implemented and enforced in line with National Standards.
- To act as Offender Supervisor in appropriate cases assisting the Offender Manager in the implementation and delivery of the sentence plan, as agreed by the Team Manager.

DUTIES AND RESPONSIBILITIES:

Offender Management Duties

1. Manage, deliver, monitor and review sentence plans and inform the team manager on any potential change in risk.
2. Contribute to and complete OASys assessments for low and some medium risk of harm.
3. Prepare and produce initial sentence plan for low and some medium risk of harm.
4. Ensure enforcement is carried out as required by National Standards.
5. Work collaboratively to ensure that risk assessment / management requirements are communicated with others involved with the implementation of the risk management and sentence plans.
6. For resettlement cases, advise upon post licence conditions.
7. Promote victim awareness in the end to end supervision and management of offenders.

Offender Supervision Duties

8. Under direction of the Offender Manager, deliver agreed elements of the sentence plan.
9. Contribute to the ongoing risk assessment and OASys of the case held by the Offender Manager.

10. Assist the Offender Manager in continuous monitoring, review assessment and tracking of the sentence plan and refer any significant change of risk to the Offender Manager.
11. Work collaboratively with others, including members of the Offender Management Team ensuring effective communication to enable smooth implementation and delivery of plans.

Courts and Other Criminal Justice Agency Duties

12. Prepare and produce reports such as Breach Reports, Release on Temporary Licence, Home Detention Curfews and Drug Rehabilitation Requirement reviews on low and some medium risk of harm cases.
13. Provide information and advice for other Criminal Justice agencies.

General Duties

14. Ensure effective liaison, communication and working relationships with interventions staff, service providers and external agencies to review progress and associated risks.
15. Ensure case management systems are maintained and kept up-to-date in a timely and accurate manner in accordance with National Standards, Probation Circulars and Practice Instructions.
16. Establish, maintain and enhance effective working relationships with colleagues, managers and other agencies.
17. Contribute to team meetings and other team activities to develop skills, enhance practice and assist in the development of other staff.
18. Promote the importance of key diversity and equality principles in all aspects of work.
19. Adhere to CRC health and safety procedures.
20. Participate in the supervision and appraisal process to enhance personal development, performance and ensure accountability.
21. Attend and participate in learning development opportunities to enhance practice and skills.

This job description is a guide to the principal responsibilities of the role and is not intended to be an exhaustive list of duties. It will be reviewed in the light of changes to the role and the work of the Northumbria Community Rehabilitation Company