

## **JOB DESCRIPTION**

Job Title : **Community Payback Supervisor (Including sessional CPSS)**

Salary / Grade : **Band 3**

Location : **Allocated Local Delivery Units with work delivered in the community**

Responsible to: **Manager – Interventions**

Liaison with : **Other Local Delivery Units  
Head Office  
Other Agencies  
Members of the Public**

**Main Purpose of Post:** Management and supervision of offenders on work placements in a manner that supports the pro-social environment of the Community Payback Scheme.

Tasks and responsibilities may change according to the needs of the service

### **Core Unpaid Work principles**

1. To model, reinforce and reward pro social attitudes, behaviour and feelings and challenge anti social attitudes
2. To model concern for and awareness of the needs of others
3. To maintain Attendance and Participation Logs and the Case Management Database including details of contact, content of work sessions, progress made, issues to be followed up at the next contact, changes in offenders circumstances, unacceptable absences etc
4. To adhere to the ECP Manual, Guidelines and Quality Standards
5. To attend and participate in performance management and supervision sessions and other opportunities to develop and improve practice
6. To build and maintain productive liaison arrangements with Rehabilitation Case Managers, Court Liaison and PSR Writers Officers
7. Take responsibility for ensuring the safeguarding of children in all your contact with offenders, following Essex CRC policy and practice instructions.

### **Core Operation Duties**

1. To organise and run work sessions
2. To supervise offenders on work placements, and influence offenders through pro social and cognitive skills modelling.
3. To maintain discipline in group and manage the maintenance of the Community Payback Rules
4. Responsible for ensuring the safeguarding of children in all your contact with offenders.
5. To encourage a learning environment for participants
6. To deliver the 'Problem Solving at Work' programme material for offenders with poor problem solving skills
7. To reinforce offenders' motivation to participate in and learn from the Order
8. To deal with any difficulties or crises constructively without disruption to the work session and refer appropriately to the Offender Manager
9. To use Community Payback work to practice and reinforce skills being learnt by offenders on General Offending Behaviour Programmes where the case is also subject to a programme requirement.
10. To deliver the Pre Placement Work Session within 10 days of sentence including imparting general health and safety information which offenders must receive before they start work.
11. To complete the Attendance and Participation Log and to record the offender's performance and progress
12. To inform the Manager-Community Payback Supervisor of any absences
13. To contribute to the supervision planning process by facilitating the delivery of appropriate interventions, including problem solving at work, vocational skills learning and skills for life in co-operation with tutors.
14. To facilitate the signing off of supervision plans once agreed by Case Manager.
15. To assist in the delivery of the Health and Safety at Work Module and Vocational Skills Learning in employment related skills in appropriate cases
16. To attend and contribute to at least 4 Quality Assurance Groups a year.
17. Participate in supervision and appraisal with the line manager, including performance and development reviews. Engage in relevant training and development.
18. Ensure all activities are conducted in a non-discriminatory way in accordance with Essex CRC policies on equality of treatment and opportunity.
19. Ensure all activities are conducted in accordance with Essex CRC Health & Safety Policies and procedures.

<b>KEY FUNCTIONS AND COMPETENCES</b>
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COMPETENCES: Community Payback Supervisor: Community Justice Working with offending behaviour level 3

**VQ UNITS**

AA1 Promote equality and value diversity

AE1 Maintain and develop your own knowledge, skills and competence

**(MANDATORY UNITS NVQ level 3)**

UNIT GC7: Contribute to the prevention and management of abusive and aggressive behaviour:

- **Contribute to preventing abusive and aggressive behaviour, (GC7.1)**
- **Deal with incidents of abusive or aggressive behaviour (GC7.2)**
- **Contribute to reviewing incidents of abusive and aggressive behaviour, (GC7.3)**

UNIT AD1: Develop and sustain effective working relationships with staff in other agencies:

- **Develop effective working relationships with staff in other agencies, (AD1.1)**
- **Sustain working relationships with staff in other agencies, (AD1.2)**

UNIT AC1: Contribute to the development and effectiveness of work teams:

- **Contribute to effective team practice, (AC1.1)**
- **Contribute to the development of others in the work team, (AC1.2)**
- **Develop oneself in own work role (AC1.3)**

UNIT AA1: Promote equality and value diversity

- **Promote equality and diversity (AA1.1)**

UNIT AE1: Maintain and develop your own knowledge skills and competence,

- **Maintain and develop your own knowledge skills and competence (AE1.1)**

**NVQ OPTIONAL UNITS**

**UNIT AB1 Communicate effectively with people.**

- Develop and maintain communication with people. (AB1.1)
- Maintain the security of information. (AB1.2)

**UNIT AF1 Ensure your own actions reduce risks to health and safety.**

- Identify the hazards and evaluate the risks in the workplace. (AF1.1)
- Reduce the risks to health and safety in the workplace. AF1.2)

**UNIT GB2: Support individuals experiencing difficulties**

- Identify factors contributing to individuals' difficulties (GB2.1)
- Assist individuals experiencing difficulties (GB2.2)