

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Community Payback Offender Supervisor
<b>RESPONSIBLE TO:</b>	Community Payback Co-ordinator
<b>JOB PURPOSE:</b>	To deliver Community Payback in accordance with the Unpaid Work Manual and consistent with the principles of equality, diversity and individual rights. To manage and supervise offenders on work placements and deliver Guided Skills Learning and Pre Vocational Skills in a way that supports the pro social environment of Unpaid Work.

## **DUTIES & RESPONSIBILITIES**

1. Actively work towards the achievement of performance objectives as they apply to the role of Community Payback Offender Supervisor.
2. Organise and run work sessions.
3. Supervise offenders on work placements.
4. Maintain discipline within the group and ensure compliance of rules and standards within Unpaid Work.
5. Encourage a learning environment for participants.
6. Use the "Problem Solving at Work" materials for all Service Users.
7. Reinforce offenders motivation to participate in and learn from their Order.
8. Deal constructively with difficulties/crises so as to avoid disruption to the work session and refer appropriately.
9. Use Unpaid Work to practice and reinforce skills being learned by offenders on General Offending Behaviour Programmes where the offender is also subject to rehabilitative supervision.
10. Deliver Pre Placement Work Sessions (including imparting general health and safety information) as required.

11. Undertake tasks outlined in the manual on the delivery for Unpaid Work relevant to the Offender Supervisor role.
12. Input DELIUS contact event log entries onto the IT system.
13. Inform Offender Managers of offender compliance and progress of the Unpaid Work requirement.
14. Comply with all MAPPA and Safeguarding Children requirements that are consistent with the role of the Community Payback Offender Supervisor.
15. Contribute to the supervision planning process, including interviewing the offender on behalf of the Offender Manager, to enable the Supervision Plan Review to be completed and the supervision objectives met.
16. Facilitate the signing off of Supervision Plans once agreed by the Offender Manager.
17. Administer the Unpaid Work Offender Questionnaire.
18. Oversee the maintenance of equipment and vehicles.
19. Work with the Co-ordinator to order equipment.
20. Issue bus fares and other monies in line with Area Procedures.
21. Attend and contribute to at least four Quality Assurance Groups per year.
22. Deliver Guided Skills Learning in employment related skills to offenders on work placement.
23. Teach problem solving skills in a work setting.
24. Assess and record performance and progress of offenders undertaking guided learning.
25. Assist offenders to compile portfolios and register for awards.
26. Conduct internal verification as required by the Awarding Body.
27. Ensure the visibility of Unpaid Work and comply with the requirements of Community Payback.
28. Encourage a learning environment for participants and facilitate further/continuing learning in employment related skills.
29. Work with the Co-ordinator to undertake project Health & Safety Risk Assessment.
30. Assess and manage risk on site.

## **GENERAL DUTIES**

1. Model, reinforce and reward pro social attitudes, behaviour and feelings.
2. Challenge anti social attitudes, behaviour and feelings.
3. Model concern for and awareness of the needs of others.
4. Contribute to Attendance and Participation Logs and the Case Management Database and Contact Log.
5. Adhere to the Unpaid Work Manual, Guidelines and Quality Standards.
6. Attend and participate in performance management and supervision sessions.
7. Participate in activities to develop and improve own practice and that of others.
8. Build and maintain effective and productive liaison arrangements with colleagues within the Probation Service and in partner agencies.
9. Promote the Company's policies on equal opportunities and anti-discriminatory practice.
10. Assist the Co-ordinator to procure Service and retain agency and other placements.

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 CRC.