

# Job Description: Resettlement & Community Links Caseworker

Function:	Integrated Offender Management Unit
Position:	<b>Resettlement &amp; Community Links Caseworker</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Rehabilitative Services Manager
Additional reporting line to:	
Position location:	

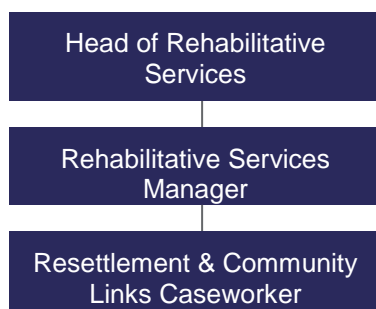
## 1. Purpose of the Job – State concisely the aim of the job.

- To scope and develop employment and training opportunities for offenders upon release by building and maintaining strong long term relationships with national & local organisations (Recruitment Agencies, Businesses and Charities).
- To assist the Learning and Skills department with sourcing employment/voluntary placements linked directly to the Workshops at HMP YOI Bronzefield.
- Lead on the organisation of events to promote and build awareness of the potential of hiring offenders from HMP YOI Bronzefield.
- To attend Networking events relating (not exclusively) to employment/voluntary opportunities for the residents of HMP YOI Bronzefield.
- Review and develop in-house employment opportunities within Sodexo in accordance to Sodexo strategy and goals for the employment of ex-offenders
- Maintaining optimum numbers of residents located on the establishments Semi-Open Residential unit, Houseblock 5
- Maintaining optimum numbers of residents attending Education, Training or Employment ROTL placements

## 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.

- Monthly attendance and contribution to the Through the Gate Strategy Meeting
- Monthly attendance and contribution to the Learning & Skills Sub Group
- Regular attendance to local and national Networking events
- Flexibility and occasional evening and weekend working may be required

## 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.

- Assess the suitability of offenders for external work placements.
- Source new courses/training to enhance the employment opportunities of offenders.
- Source new employment placements for offenders
- Escorting of prisoners Released On Temporary Licence to work placements
- Deliver presentations to potential employers
- Ensure we are complicit with PSI 13/2015 (Release on Temporary Licence) and Enhanced Behavioural Monitoring (EBM)
- Maintaining optimum numbers of residents located on the establishments Semi-Open Residential unit, Houseblock 5

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

- Liaise with the IOMU Caseworkers with regards to offender suitability for ROTL.
- Supervision of offenders that have been Released on licence to attend a work placement.
- Follow up and engage as necessary with women discharged from HMP YOI Bronzefield.
- Liaise with IOMU Administrators to organise ROTL boards
- The creation and maintenance of Offender Working ROTL Files
- Logging ROTL Mobile phone/locker allocation and Security checks
- Log and conduct weekly Work ROTL checks
- Collate information to build case studies of success stories.
- Attend networking events
- Record and deliver Working ROTL Regime hours
- Ensure offender wages are paid daily
- Provide employment support to the Workshop's, sourcing placements for offenders nearing release
- Attend internal meetings relating to Learning & Skills and IOMU
- Provide additional support to IOMU undertaking OASys, Sentence Planning, Risk Management and any other risk assessments as required to do so
- Act as a role model to consistently promote and reinforce pro-social behaviour and attitudes
- Develop and maintain effective working relationships with residents, colleagues, voluntary sector and partner agencies
- Maintain accurate paper and computer records (including updating information on NOMIS and CMS), and complete other administrative tasks.
- To work at all times in accordance with all relevant legislation, guidance and policy (including PSOs/PSIs, information assurance and data protection).
- Participate in regular one-to-ones with line manager
- Attend and complete all training identified as required by and/or appropriate to the post.

**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.

- Network with work provider's to source additional work placements, preferably linked to the Workshops at HMP YOI Bronzefield
- Ensure that we work at all times in accordance with all relevant legislation, guidance and policy (including PSOs/PSIs, information assurance and data protection). Notably PSI 13/2015 (Release on Temporary Licence)
- Maintaining optimum numbers of residents located on the establishments Semi-Open Residential unit, Houseblock 5

- Have an optimum number of residents attending Education, Training and Employment ROTL placements

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

### Essential

- Non-judgmental understanding of the life experiences and social problems affecting women in custody and how these also affect their ability to access employment and resettle effectively and safely into the community.
- Confident in public speaking, networking and delivering presentations.
- Ability to build professional pro-social relationships (with residents; with other prison staff; and with partner agencies).
- Ability to question and evaluate information about individuals (including identify patterns and trends in offending behaviour), assess risks, write reports and make appropriate defensible decisions based on your analysis.
- Effective organisational skills suited to a busy department, including the ability to prioritise, meet deadlines and maintain high standards across all elements of the job
- Ability to work effectively both in a team and on an individual basis
- Experience of establishing relationships with employment agencies and resettlement services.
- Experience of working with ex-offenders in the community
- Full UK drivers licence

### Desirable

- Experience in offender case management
- Experience of risk assessment and/or risk management
- Degree in a related subject (eg, criminology, sociology, psychology/forensic psychology) or relevant vocational qualification.

## 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	
Rigorous management of results	
Brand Notoriety	
Commercial Awareness	
Learning & Development	
Innovation and Change	

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

Version	3	Date	05/08/2017
Document Owner	Nathan Sawford		