

JOB DESCRIPTION

JOB TITLE:	Community Integration Officer
REPORTS TO:	Through The Gate/Partnership Lead
DIRECT REPORTS:	None
INDIRECT REPORTS:	None
LOCATION	HMP: Bedford, Woodhill, Peterborough
GRADE SCALE:	Probation Service Officer Grade

JOB PURPOSE:

- To support the successful reintegration of service users into the community following release from custody.
- Review Pre-Release Plans with all service users leaving custody regularly during the last 12 weeks ensuring that all identified actions are completed, including activity to support achievement of accommodation and employment outcomes.
- To liaise with all service users the day before release from custody to confirm plans and record outcomes linked to accommodation and employment.
- To be the main point of contact in the prison for Responsible Officers, ensuring good communication between service users and Responsible Officers during the pre-release period.

ACCOUNTABILITIES:

- The support for the successful reintegration of offenders into the community.
- To support the development of Pre-Release Plans and regularly monitor the successful completion of actions.
- To liaise regularly with Responsible Officers during the pre-release period. Ensuring Home CRC is fully kept up to date with progress.
- To gather and record information immediately prior to release regarding accommodation and employment outcomes.
- Comply with any required standards or procedures as detailed in the Prison induction and professional standards manual.

KEY AREAS OF RESPONSIBILITIES:

- Liaise with Resettlement Services in custody to develop Pre-Release Plans focused on reducing the risk of reoffending and securing compliance.

- Update records (NOMIS) and liaise with Responsible Officers in regard to progress against Pre-Release Plans.
- Regularly meet with service users to review progress, set new objectives and facilitate professionals contact where this is not progressing.
- Ensure that mandatory services are delivered as defined by specifications.
- Support achievement of Pre-Release Plans by adding support to operational partners to complete identified activities.
- Inspire and motivate service users to comply and desist from offending behaviour.
- Ensure service users subject to recall properly understand the conditions of their release and have appropriate plans in place to prevent further recall.
- Ensure any safeguarding issues are reported to the prison OMU and that escalation processes are followed as appropriate.
- Review service user satisfaction with service users and feedback trends and issues to Through the Gate Lead.
- Promote the Through the Gate activity of the CRC positively at all times with service users and prison colleagues.
- Provide information and promotional material about Through the Gate services as required.
- Attend prison meetings as required, e.g. Resettlement Policy Committee, Interdepartmental Risk Management etc.

ADMINISTRATION

- To complete records (electronically) including service user outcomes in a timely and accurate manner.
- To input and extract information from P-Nomis, Delius and OMS to monitor and improve performance.
- Maintain email contact with Responsible Officers to update on progress.
- Prepare promotional material and outcome data to the prison as required.
- Attend internal and external meetings and training as directed by your line manager

HEALTH & SAFETY AND ENVIRONMENT

- Ensure adherence to Prison security and safety policies at all times.
- Promote and encourage best practice in Health & Safety and Environment

- Take individual responsibility with other staff for the personal safety of all people working and/ or visiting the service especially in response to emergency situations.
- Ensure all the organisations rules/policies regarding Health, Safety and the Environment are strictly adhered to and that safe working practices are adopted at all times and risk assessments are both carried out and followed.
- Report any concerns relating to health and safety issues at the earliest opportunity to appropriately trained prison staff.

Other Responsibilities and Duties as Required

- Other responsibilities than those described above may be required to be undertaken from time to time and will be expected to be performed to as long as it is within the capability and level of the position.

Please note that this job description is subject to change (following consultation) depending on the needs of the organisation.

Qualifications and Experience	Rating
Appropriate professional qualification: NVQ / Diploma level 3 in Probation Studies or significant experience working in the Justice System	Essential
Experience of working with offenders who may have mental health issues / substance misuse / challenging chaotic behaviours	Essential
On the job experience of drafting and agreeing support plans and providing appropriate interventions for service user and liaising with other professional to bring the plans to fruition	Essential
Experience of providing housing/accommodation, ETE and Debt and finance support.	Desirable- Training should be offered
Knowledge	Rating
Understanding and practical application of key legislation regarding social care, housing, criminal justice and mental health	Essential- Training should be offered
Understanding and practical knowledge of desistance theory and an ability to promote change	Essential
Skills and abilities	Rating
Proven ability to form positive and motivational relationships with service users and partnership organisations	Essential
Excellent communication skills both written and oral	Essential
Ability to maintain accurate records and write clear reports using bespoke software and mainstream packages	Essential
Able to take part/facilitate a range of therapeutic / offending focused groups	Desirable