

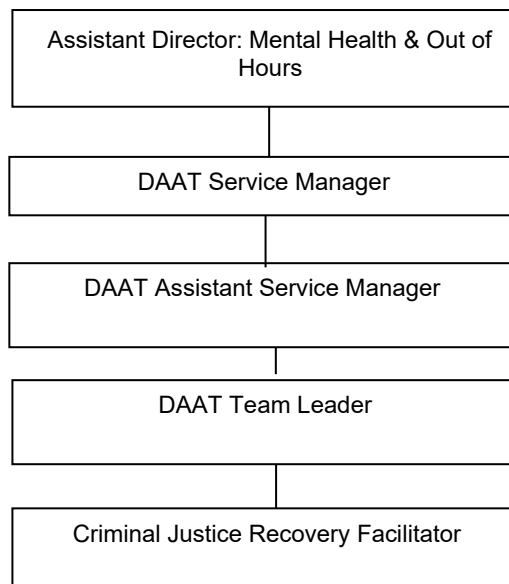
## JOB DESCRIPTION

<b>Job Title:</b>	<b>Criminal Justice Recovery Facilitator</b>		
<b>Directorate:</b>	People	<b>Salary:</b>	£30,024 to £35,412 plus £729 London Weighting & £963 Essential Car User allowance
<b>Section:</b>	DAAT	<b>Grade:</b>	BG-H SCP 25-24
<b>Location:</b>	New Hope	<b>Work Style:</b>	Hybrid

### Key Objectives of the role

- Support adults and young people who are involved in the criminal justice system to reduce their offending behaviour and meet the requirements of any order made by the courts.
- Deliver person centred interventions aimed at breaking the cycle of drug and alcohol related crime.
- Work with other departments and agencies to improve outcomes for offenders.

### Designation of post and position within departmental structure



### Daily and monthly responsibilities

- To carry out assessments, e.g. triage and comprehensive assessments, in respect of adults and young people who are involved with the criminal justice system and may be subject to statutory orders.
- To carry out risk assessments in accordance with organisational and local protocols and risk management plans to address and manage identified risks.

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- Offer general information and harm reduction interventions to service users, including provision of alcohol interventions, brief advice and Naloxone as required.
  - To create initial support plans with service users that addresses immediate need and provides a basis for further interventions.
  - Attend relevant CJ meetings with key professionals when required.
  - To make appropriate referrals to the relevant professionals on behalf of service users.
  - To identify the needs of carers and significant others, and signpost or refer to appropriate services.
  - To conduct Drug Rehabilitation Requirement (DRR) / Alcohol Treatment Requirement (ATR) assessments and facilitate interventions aimed at reducing offending behaviour to this cohort.
  - To assess all young people referred to the Drug Diversion Scheme (DDS) and deliver the programme as required.
  - To write timely and accurate DRR/ATR reports and other reports for court to provide input into pre-sentence reports as required.
  - To develop a lead role, promoting networking with agencies in your lead area and developing specialist knowledge and or interventions as appropriate.
  - To manage a caseload of service users, providing a range of interventions and care coordination.
  - To enter confidential data into both local and national data systems on the people using drug and alcohol services.

### **Scope of role**

To ensure that high quality substance misuse recovery services are provided to people are involved in criminal activities who live in Bracknell Forest in order to reduce re-offending rates.

There is no Budgetary responsibility.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

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## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<p>NVQ 2/3 in Health &amp; Social Care or equivalent experience of working in a social care environment.</p> <p>Good standard of education – GCSE English and Maths, or equivalent.</p>	<p>Motivational interview training</p> <p>Cognitive behaviour therapy training</p>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.</p> <p>Experience of working in a criminal justice, substance misuse field or relevant health and social care position and an understanding of different agencies' roles in addressing the needs of service users involved in criminal activity.</p> <p>An understanding of drug and alcohol misuse and related issues such as offending behaviour and demonstrable experience of working with this client group.</p> <p>Working knowledge of complex needs including mental health issues, domestic violence, homelessness, sex working and exploitation.</p> <p>IT literate and competent in use of Word, Excel and in-house systems, Smart Office.</p> <p>Previous experience of undertaking comprehensive assessments, risk assessment and developing and reviewing recovery plans within the substance misuse field</p> <p>Ability and experience to deliver substance misuse interventions both office based and out in the wider community.</p> <p>Awareness of the importance of</p>	<p>Knowledge of substance misuse and the impact of it on communities</p>

	<p>confidentiality.</p> <p>Knowledge and understanding of anti-discriminatory practice.</p> <p>Effective time management and attention to detail.</p> <p>Ability to work in a pressured environment.</p>
<b>Work-related Personal Requirements</b>	<p>A flexible approach at all times.</p> <p>Ability to work effectively within a team and to work using own initiative without supervision.</p> <p>Able to work within a busy and demanding environment.</p> <p>Maintain a professional attitude at all times.</p> <p>Ability to communicate effectively with staff and the public.</p> <p>Ability to work in a non-discriminatory way and within equal opportunities framework.</p> <p>Ability to facilitate change and work with others.</p> <p>The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.</p>
<b>Other Work Requirements</b>	<p>A satisfactory enhanced Disclosure and Barring Service Check.</p> <p>This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies</p> <p>This post is exempt from the Rehabilitation of Offenders Act 1974</p> <p>Prepared to undertake training essential to carry out tasks required.</p> <p>The ability to attend meetings outside of core working hours and represent the service.</p>

<b>Role models and demonstrates the Council's values and behaviours</b>	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>
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**All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

