



Job Description

Title of post:	Support Time Recovery Worker- Substance Misuse pathway.
Team:	Liaison & Diversion
Location:	Primarily at a Police Stations in West Yorkshire, but with the potential to undertake duties and cover at other Police stations across the West Yorkshire district.
	1x Kirklees 1 x Bradford
Salary scale:	Starting point £23,542 - £25,357
Responsible to:	Liaison and Diversion Manager or Coordinator
Hours of Work:	Full Time 37 hours including some weekend work (operated on a rota basis)

The Liaison and Diversion service is a multi-disciplinary team operating across West Yorkshire. They work with vulnerable adults and young people who come into contact with the criminal justice system, with the aim of diverting individuals away from crime and into health, social care or other support organisations.

As an STR worker the post holder will work as part of a team, screening people within police custody suites, identifying and offering support to those with complex needs that might be having a negative impact on their health and wellbeing. The post holder will take a substance misuse lead within the team and hold a caseload, providing a time limited, support and sign posting service to connect those identified to the appropriate community services.

Role Purpose:

To directly contribute to achieving the aims of the Liaison and Diversion Team specifically: -

- To contribute to the development and delivery of the Liaison and Diversion Service, by working in partnership with other agencies to reduce health inequalities within a specific targeted group within the criminal justice system.
- To make referrals to the appropriate services and to encourage and support young people and vulnerable adults to access statutory and voluntary sector services so that health and social outcomes may be improved.

- To contribute to community safety and crime reduction strategies by working in partnership with other criminal justice agencies to achieve a reduction in offending and re-offending.
- To promote the welfare of vulnerable adults, children and young people. To promote their capacity for change and social inclusion.
- To deliver and review interventions within a framework informed by research evidence and best practice guidance, which is underpinned by principles of anti-discriminatory practice.
- To positively engage vulnerable adults, children and young people at risk of social exclusion and their families, enabling their participation in the planning, delivery and review of services.

Main Duties and Responsibilities

- To contribute to the development and delivery of the Liaison and Diversion Service, by working in partnership with other agencies to reduce health inequalities within a specific targeted group within the criminal justice system.
- To undertake assessments of vulnerable adults, children and young people who have been detained in police custody or to have come into contact with Criminal Justice System and to obtain valid consent for intervention or investigation.
- To undertake planned interventions and make and facilitate referrals in line with the risk and needs identified from assessments.
- To share relevant, timely information to inform the Police and Crown Prosecution Service decision making with regards to charge.
- To reduce crime through early identification of risk, leading to a swift and effective criminal justice response.
- To improve collaboration and decision making at the point of arrest, resulting in interventions which are effectively targeted and proportionate.
- To work in partnership with other agencies to ensure that people who offend or at risk of offending have their individual needs met.
- To contribute to the monitoring and evaluation of the effectiveness of the work of the Liaison and Diversion programme.
- To fully use the electronic case management system to record all assessments plans and interventions. To maintain accurate and up to date case records and to contribute to project monitoring and quality assurance systems.
- To complete high quality and comprehensive referrals to a range of support services.
- To share timely information about vulnerable people with health, justice and other agencies to assist decision making about potential criminal justice and health outcomes and ensure risk is managed effectively and young people are safeguarded.

- To ensure risk is assessed and relevant information shared to ensure appropriate services are accessed and to manage the safety of clients and others.
- To ensure effective decision making at the point of disposal and where appropriate fast-track responses through the Criminal Justice System.
- To reduce the number of vulnerable adults and young people who are vulnerable to harm from others by identifying issues of safeguarding and making appropriate referrals.
- To meet responsibilities under Health and Safety at work guidance and legislation.
- To contribute to the positive promotion of the service, including the provision or appropriate training for magistrates, team colleagues and staff in other agencies.
- To work, at all times, as part of a team. This includes working with other staff (who may be employed by different organisations) attending team and staff meetings and developing a teamwork approach to all aspects of the organisation's work.
- To be inducted, supervised, performance monitored and appraised in line with performance management policies and procedures.
- To be responsible for personal learning and development where appropriate and undertake training, both mandatory and optional, to increase knowledge, skills and awareness.
- To be responsible for promoting the work and services of the L&D service to the public, potential service users, referrers and funders.
- To ensure information is dealt with in accordance with policies around Confidentiality, Communications, Internet, Email and Telecommunications and steps are taken to ensure that confidential information is secure e.g. service user data.
- To be aware of and employ the general practices of Safeguarding and Health and Safety policies and ensure these are adhered to at all times
- The post holder will be required to work with and to provide equality of opportunity and diversity for vulnerable adults and young people who have had contact with the Criminal Justice System.
- To provide support to L&D apprentices, L&D work experience candidates and volunteer and casual workers when required to do so.
- To undertake any other duties as directed by the Liaison and Diversion Coordinator. commensurate with the level of the post.

The Liaison and Diversion Service is a newly developing service and the requirements of the role may change and develop in line with best practice and changing needs. The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Any job offer will be dependent on the outcome of police vetting at level 3, and reference checks.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- DBS check for working with vulnerable adults and children
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)
- Police vetting check

	Essential	Desirable	How demonstrated
Qualifications	<p>To hold a professional qualification, minimum NVQ level 3 in related field (e.g. Social Care, Health, Education, Police, Probation, Youth Work) or</p> <p>Extensive experience of working with people with complex needs, or of working in the criminal justice system.</p>	Recognised qualification in ICT e.g. ECDL	Application and Interview
Experience	<p>Experience of undertaking direct work with vulnerable adults or children, young people, offenders and their families.</p> <p>Experience of working alongside and in partnership with other staff or agencies.</p> <p>Experience of recording information on management information / case recording systems.</p>	<p>Experience of multi-disciplinary team working.</p> <p>Experience of direct work with adults/ Young people using drugs or alcohol.</p>	
Skills & Knowledge	<p>A thorough understanding of the risks and needs that young people and vulnerable adults experience that are associated with adverse outcomes.</p> <p>Knowledge and understanding of the current health and social policy relevant to those in the Criminal Justice system</p> <p>Knowledge of the services available to people and their families/carers.</p>	<p>An understanding of the research base in preventing and reducing adverse outcomes for young people and adults. Specifically, the factors that can help reduce the risk of crime or anti-social behaviour.</p> <p>Knowledge of the legislative framework, which underpins work in the Criminal Justice system.</p> <p>Ability to deliver a restorative approach to interventions.</p>	

	<p>Knowledge and understanding of the Council's and partner organisations Information Sharing and Confidentiality policies and guidance.</p> <p>Knowledge of the safeguarding principles policies, operational practice and legislative frameworks that underpin arrangements to ensure the welfare of and protect children and vulnerable adults.</p> <p>Knowledge of basic health and safety regulations to ensure own actions reduce the risks to health and safety of self and others.</p> <p>Clear written, verbal and digital communication skills with people at all levels.</p> <p>Ability to undertake comprehensive assessment of risk and need drawing on a range of information sources.</p> <p>Ability to plan and deliver effective interventions to address risk, needs and vulnerability and to modify plans where applicable to address specific health and social care requirements</p> <p>An ability to sensitively engage vulnerable adults, children and families in effective working relationships.</p> <p>Ability to deliver interventions to address offending behaviour both individually and within a group.</p> <p>An ability to work on own initiative and handle competing demands by effective self-management, self-motivation and prioritisation.</p> <p>An ability to form effective and positive working relationships with other professionals.</p>		
--	---	--	--

	<p>Ability to act within the limits of own competence and authority.</p> <p>Evidence of maintaining and developing skills and knowledge base in professional field through training or other opportunities.</p>		
Other	<p>Ability to work effectively as part of a multi-disciplinary team and across organisational boundaries and to promote equality of opportunity and diversity.</p> <p>Ability to reflect on own working practice and to develop skills through reflection, supervision and learning.</p> <p>A good standard of computer and IT literacy and ability to maintain information record systems and use information to provide advice and guidance when required.</p> <p>Full driving licence and access to a car. Requirement to travel around the district and to transport service users (adjustments may be possible where the applicant cannot drive as a result of a disability)</p>		