



### **Job Description**

<b>Title of post:</b>	Substance Misuse Court and Community Link worker
<b>Location:</b>	Wakefield
<b>Salary:</b>	£26,688 FTE
<b>Responsible to:</b>	Team Manager
<b>Hours of Work:</b>	Full Time 37 hours including some weekend work (operated on a rota basis) Fixed Term 12 Months

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.

The post holder will lead a new project post within Liaison and Diversion, with a specific focus on those going through the judiciary process. The successful candidate will work in both the courts and community, engaging and assessing those in the criminal justice system and communicating outcomes to the relevant services. The assessments will help form sentencing decisions, specifically around community sentencing of Drug Rehabilitation requirements and Alcohol Treatment Requirements.

#### **Role Purpose:**

- To directly contribute to achieving the aims of the Liaison and Diversion Team specifically: -
- To contribute to the develop of substance misuse pathways
- To contribute to assessments of community sentencing.
- To work in partnership with other agencies to reduce health inequalities within a specific targeted group within the criminal justice system.
- 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 at risk of social exclusion and their families, enabling their participation in the planning, delivery and review of services.

### **Main Duties and Responsibilities**

- To share relevant, timely information to inform the Courts/ probations of substance misuse assessment outcome, helping to inform community sentencing decisions.
- To share relevant, timely information to local substance misuse service of community sentence outcomes.
- To work in partnership with local substance misuse treatment service and other agencies to ensure that people who offend or at risk of offending have their individual needs met.
- To reduce crime through early identification of risk, leading to a swift and effective criminal justice response.
- To complete high quality and comprehensive substance Misuse assessments.
- 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 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 build and maintain positive working relationships with key stakeholders

### **General**

- 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 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/ team manger. 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.

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)

	<b>Essential</b>	<b>Desirable</b>	<b>How demonstrated</b>
<b>Qualifications</b>	<p>To hold a professional qualification, minimum NVQ level 3 in related field (e.g. Social Care, Health, Education, Police, Probation, Youth Work) <b>or</b></p> <p>Minimum 3 years full time (or part time equivalent) experience of working with multiple complex needs, or of working in the criminal justice system in the last 5 years.</p>		Application and Interview
<b>Experience</b>	<p>Experience of direct work with individuals who misuse drugs and/ or alcohol.</p> <p>Experience of direct work with the Criminal Justice system</p> <p>Experience of effective partnership working, relationship management.</p> <p>Experience of recording information on management information / case recording systems.</p> <p>Experience of effective report writing</p>	Experience of using System One	
<b>Skills &amp; Knowledge</b>	<p>A thorough understanding of the risks and needs that and vulnerable adults experience that are associated with adverse outcomes.</p> <p>Knowledge of the legislative framework, which underpins work in the Criminal Justice system.</p> <p>Knowledge of the workings of Judiciary Court.</p> <p>Thorough knowledge and understanding of DRR and ATR community sentencing orders.</p>	Ability to deliver a restorative approach to interventions.	

	<p>A thorough understanding of drug and alcohol issues.</p> <p>Ability to provide harm reduction advice to those misusing drugs and/ or alcohol.</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>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 substance misuse assessment.</p> <p>An ability to work on own initiative and handle competing demands by effective self-management, self-motivation and prioritisation.</p>		
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	<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>		
<b>Other</b>	<p>Ability to work effectively as part of a multi-disciplinary team and across organisational boundaries.</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</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>		