**Criminal Justice Keyworker – Bristol & South Gloucestershire**

**Job Description**

**Job Title** Criminal Justice Keyworker - Female

**Department** Women’s Community Services

**Reports to** Criminal Justice Senior Project Worker

**Location** Bristol Women’s Centre (covering Bristol and South Glos)

**Salary** £22,000 - £24,000 pa dependant on experience

**Hours** 35 hours per week (*flexibility to work outside of working hours as required)*

**Pension** Auto Enrolment Pension in force (6% employer contribution)

**Purpose**

To provide a range of interventions and support to women involved in the criminal justice system (CJS). This service will provide a range of interventions to women involved in the CJS in order to address their often complex needs which relate to their offending behaviour. To offer one to one support, guidance, information and sign posting, to support the raising of self-esteem, self-efficacy and enhancing social and recovery capital.

**Key Responsibilities:**

**Case Management**

* To provide 1:1 practical and emotional support to women involved in the Criminal Justice System
* To work in collaboration with referring organisations including Voluntary, Statutory and Criminal Justice agencies.
* To undertake comprehensive assessment of client need to include health, psychological and social needs and assessing risk as part of the process.
* To make contact with, and support clients within mutually or contractually agreed time frames.
* To work collaboratively with clients to develop, implement and review gender responsive support plans based on individual need, aimed at promoting personal change.
* To support clients practically and emotionally in relation to assessed and support planned needs.
* To case manage and keywork assigned clients as appropriate.
* To be aware of other outside agencies and support, and support clients to access appropriate agencies in relation to support plan or presenting need.
* To attend multi-agency meetings where appropriate and in accordance with support/safety plan needs, additionally to act as an advocate for the client within prescribed protocols.
* To develop relationships and procedures to provide a co-ordinated multi agency response in relation to client need.
* To attend Family and/or Criminbaal court when necessary with clients whether appearing as offender or victim and support them through the court process.
* To be aware of and work to relevant client confidentiality and information sharing protocols.
* To provide outreach services as necessary or as directed.
* To work from satellite bases across the county when necessary.
* To be familiar with the principle of the “theory of change”
* To be aware of, and work to local and Nelson Trust Child Safeguarding principles, practice and procedures.
* To seek immediate advice from the Nelson Trust designated Child Protection Officer/s on any matter of concern regarding Children and Young Persons Safeguarding.
* To facilitate group intervention as agreed with your line manager.
* To contribute to the development of services and the service delivery model.

**Project Development**

* To contribute to developing partnerships and maintaining up to date knowledge of services available and communicate this to clients and professionals.
* To develop and maintain positive and mutually supportive stakeholder and networking relationships particularly with: Police and Criminal Justice, Housing providers, Social Services, Substance misuse and health services.
* To maintain excellent working relationships with partner organisations such as local Probation and HMP Eastwood Park
* To adopt a support co-ordination approach, communicating and keeping all relevant parties informed of any issues, concerns and successes with particular attention to risk.
* With support of the Criminal Justice Lead and Women’s Centre Manager ensure the service sets and maintains excellent standards.

**Outputs, Outcomes and monitoring**

* Maintain and update clear and accurate written and computer records of all cases, complete the outcome monitoring and prepare a quarterly report of this information ensuring that data protection regulations are followed.
* Contribute to the preparation of reports, information and data as required by Head of Women’s Community Services
* Use a range of qualitative and quantitative tools to monitor women’s journey of progress.

**General**

* To make use of internal line management and supervision as provided.
* To be responsible for own safety and others affected by your activities and to ensure adherence to the Nelson Trust policies and procedures regarding Health & Safety including lone working.
* To be aware of and work within Nelson Trust policies and procedures particularly those relating to Safeguarding/Protection; Confidentiality and Staff Code of Ethics.
* To be aware of and work within relevant governing standards as notified to you.
* To attend training and development sessions as relevant and as provided.
* Attend all relevant meetings as and when directed or identified, which will include attendance at multiagency meetings.
* Contribute toward the evaluation and monitoring of services.
* Contribute toward data collation and reporting as directed.
* To participate in the overall development of the Nelson Trust Women’s Services.
* Develop own practice by maintaining and improving knowledge of relevant work practices.
* Perform any other duties as may be reasonably expected from you as directed by line management.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

The Nelson Trust periodically reviews job descriptions to ensure that they reflect the requirements of the role as the service develops.

Probationary period:

All posts within The Nelson Trust are subject to a six month probationary period.

*This post is exempt from the Rehabilitation of Offenders Act (1974) as it involves access to vulnerable adults and/or children and successful applicants will be required to undertake an enhanced level Disclosure & Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders, which have been made against them. Our organisation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*

# Person Specification

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| **Requirements** | **Essential** | **Desirable** | **Evidence from Application Form/Interview** |
| At least 2 years’ experience of working with women with multiple complex needs (MCN)  | ✓ |  |  |
| Experience of developing partnerships with local organisations  | ✓ |  |  |
| Experience of undertaking needs assessments and maintaining risk assessments | ✓ |  |  |
| Experience of designing and delivering support plans tailored to individual needs | ✓ |  |  |
| Experience of monitoring and data collection systems | ✓ |  |  |
| Experience of working with partner agencies | ✓ |  |  |
| In depth knowledge of multiple complex needs facing vulnerable women which contributes to their risk of offending including domestic abuse, mental health, accommodation, substance misuse and finance | ✓ |  |  |
| Ability to understand, empathise and uphold The Nelson Trust ethos, aims, principles and policies | ✓ |  |  |
| Experience of adhering to organisational policies, particularly with regard to child and adult safeguarding | ✓ |  |  |
| Ability to engage with women who may find it difficult to engage with services | ✓ |  |  |
| Ability to prioritise and manage a caseload | ✓ |  |  |
| Experience in crisis management and ability to cope in stressful situations | ✓ |  |  |
| Ability to communicate with and develop and maintain constructive working relationships with a wide range of people using excellent interpersonal and communication skills. | ✓ |  |  |
| Commitment to extending professional competence, including ability to reflect on practice | ✓ |  |  |
| Good computer literacy and administrative skills | ✓ |  |  |
| Car driver with current licence and willingness to travel to different locations | ✓ |  |  |