**Women’s Recovery Keyworker**

**Job Description & Person Specification**

**Job Title** Women’s RecoveryKeyworker - Female

**Department** Women’s Community Services

**Location** Bristol Women’s Centre

**Salary** £23,000 - £24,000 pa dependent on experience

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

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

**Purpose**

This exciting role is an opportunity to be part of an innovative service providing holistic, trauma-informed support to Women with multiple complex needs that have become involved in the criminal justice system and experience substance misuse. This is with the aim of providing continuity of care from care to reduce social harms, offending, addiction, and empowering women to access opportunities to reach their full potential.

The post holder will work from the Bristol Women’s Centre, supporting women both within the community, as well as in-reach to women in HMP Eastwood Park. This ensures women in the returning to Bristol from custody, receive holistic wrap-around support, including access to and sustained engagement in substance misuse treatment.

As Women’s Criminal Justice Recovery Keyworker you will:

Provide high quality, innovative gender responsive support and interventions to a caseload of women 25 women with substance misuse and who face multi disadvantage.

**Service Delivery Tasks**

* To manage an active caseload of women, coordinating access to substance misuse treatment community and residential implement support interventions to meet the full needs of the woman.
* Develop strength-based recovery and risk plans with women that are; comprehensive, woman-centred and individualised based on a clear assessment of the women’s needs and circumstances.
* Offer regular gender responsive packages of support that will produce substance misuse interventions in both group and one to one setting.
* Provide holistic gender responsive support to meet complex needs
* To work in collaboration with other substance misuse providers, referring organisations, building effective working relationships to ensure good multi-agency working.
* Provide through the gate support to ensure the transition of support from custody back to the community is seamless.
* To advocate and liaise with outside agencies to ensure women have access to appropriate agencies in relation to care plan or presenting need.
* To attend multi-agency meetings where appropriate and in accordance with care/safety plan needs, additionally to act as an advocate for the client within prescribed protocols.
* Input outcomes and other information into corporate systems in accordance with Nelson Trust policies and procedures
* 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 build close working relationships with other statutory and voluntary sector partners to ensure effective multi-agency working.
* To attend Family and/or Criminal 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 be familiar with the principle of the “theory of change”
* To seek immediate advice from the Nelson Trust designated safeguarding lead, on any adult or child safeguarding concerns.
* To facilitate group intervention as agreed with your line manager.
* To contribute to the development of services and the service delivery model.
* To contribute to the day to day running of the centre, e.g contributing to lunch clubs, delivering groups & generally ensuring the women’s centre is a warm inviting space.

**General Administration/Support Tasks**

* To make use of internal line management and supervision as provided.
* To work from co-location and satellite sites within the service delivery area as appropriate.
* 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 with a mid-point review at 3 months.

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.

*This post is exempt under the Equality Act 2010, Schedule 9, Part 1*

# Person Specification

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| **Requirements** | **Essential** | **Desirable** |
| Demonstrable experience of working with women with multiple complex needs (MCN) in either a health / justice / social care/ family or other specialist setting and effective caseload management | ✓ |  |
| Knowledge and understanding of barriers women face when accessing mainstream services. Successful track record of engaging individuals considered ‘difficult to reach’ | ✓ |  |
| Knowledge and demonstrable experience of; undertaking comprehensive assessments of needs; holistic care planning; risk management and key-working   | ✓ |  |
| A general knowledge and understanding of substance misuse problems, addictive patterns of behaviour and the recovery focussed approach. | ✓ |  |
| Knowledge and understanding of a range of evidence based substance misuse psychosocial interventions (e.g. Brief interventions, Harm Reduction, Recovery capital) and ability to deliver interventions as intended |  |  ✓ |
| Experience of developing and/or delivering group programmes |  | ✓ |
| An awareness of trauma-informed approaches of working with women.  | ✓ |  |
| Knowledge of a range of relevant local services and women's entitlements and how to signpost/support clients to appropriate services |  | ✓ |
| Good computer literacy and administrative skills; demonstrable experience of utilising Case Management Systems to undertake data recording, evaluation; monitoring and data capture tools, Word, Excel, Outlook, PowerPoint.  | ✓ |  |
| Ability to understand, empathise and uphold The Nelson Trust ethos, aims, principles | ✓ |  |
| Experience/knowledge of adhering to organisational policies, particularly with regard to child and adult safeguarding | ✓ |  |
| Previous experience of working in a prison setting |  | ✓ |
| Strong organisational and time management skills; ability to prioritise and manage a caseload and work under pressure | ✓ |  |
| Ability to communicate with, develop, and maintain constructive working relationships with local organisations and partner agencies using excellent interpersonal and communication skills. | ✓ |  |
| An ability to demonstrate a non-judgemental, respectful and empathic approach throughout their work | ✓ |  |
| Experience in crisis management and resilience to effectively manage stressful situations | ✓ |  |
| Good team worker but able to be accountable as well as work alone (outreach and in-reach basis) and take initiative | ✓ |  |
| Car driver with current licence and willingness to travel (including to HMP Eastwood Park and other locations from time to time) | ✓ |  |
| Flexibility with working times in order to meet organisational and client need | ✓ |  |