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| **Job Description and Person Specification** |
| **Job Title** | Senior Criminal Justice Practitioner - South Gloucestershire |
| **Salary** | £31,586 per annum Maternity Cover |
| **Annual Leave** | 26 days per year and bank holidays and statutory holidays.1 additional day of annual leave per year for each full financial year continuously employed by DHI, up to a maximum of 31 days annual leave per year. |
| **Pension** | Contributory pension scheme, where DHI contributes 7% and the employee contributes a minimum 3% of their salary tax free. |
| **Benefits*** Flexible home-working, allowing you to work from home for part of your working week, subject to management approval.
* Life Assurance Cover.
* Mileage allowance of 45p per mile for using your own car for work journeys.
* Cycle to Work scheme that can save you 25-39% on the cost of a bike and cycling accessories.
* Deals and discounts available from DHI’s membership of  [Blue Lightcard Card](http://bluelightcard.co.uk) scheme.
* Access to a confidential 24-hour helpline to support you through life’s challenges.
* Training to help you to do your job well, and a friendly and supportive workplace with a track record for promoting high performing staff.
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| **Hours of Work** | 30 hours per week and additional hours as required from time to time.Usual working hours are 9am to 5pm with occasional evenings and weekends. |
| **Place of Work** | South Gloucestershire and any other location required by DHI.Flexible working means you can choose to work at home for part of your working week (to be agreed with your line manager to meet service need). |
| **Travel for Work** | Required to travel across South Gloucestershire and any other location reasonably requested by the organisation; including South West Prisons, Courts, Police Stations and must be willing and legally able to drive and have use of a car that is insured for business use. |
| **Accountabilities** | Accountable to: Criminal Justice Service Manager Accountable for: Criminal Justice Workers  |
| **Purpose of Role** | * Reporting to the Service Manager and working within DHI’s Criminal Justice Service, the Senior will provide leadership and line management for the South Glos based CJ team; including overseeing the line management of peers and volunteers. The team has a specific outreach and engagement remit to work across Prisons, Police, Liaison and Diversion Schemes, Courts and Probation.
* Promote social inclusion and independence.
* Supervise and support Recovery Workers (including peers and volunteers) to deliver a person-centred service for people experiencing problematic alcohol or drug use to help them achieve better health and wellbeing outcomes.
* To improve the range of activities available to clients.
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| **Responsibilities****Person Centred Service Delivery*** Use resources effectively and coordinate the day-to-day work of the team, delegating tasks and monitoring outcomes.
* Audit client records for compliance, safeguarding and quality assurance.
* Embed DHI`s policies and procedures in the staff team’s work.
* Provide coaching, seek feedback and work with the team to deliver resolutions.
* Support the Service Manager to encourage self-direction and stimulation and manage risk taking.
* Support the Service Manager to meet the data information and reporting requirements of the team.
* Work with other services, agencies, and stakeholders to enhance outcomes and help to integrate people-focused support in communities.
* Coordinate a programme of activity (by bringing in other agencies and encouraging self-help and community groups).
* Deputise in the absence of the Service Manager and supervise volunteers and students.
* To manage referrals into the Criminal Justice Team, including those from prisons releasing individuals into the Bristol area.
* To provide prison in-reach services in partnership with peers and volunteers to brokering a package of support to enable early engagement with drug and alcohol as well as other community support services on release from prison.

**People and Performance*** Supervise allocated recovery workers, peers, volunteers, and student social workers.
* Create a high performing and dynamic team with clear team goals.
* Facilitate regular team meetings.
* Create a positive, collaborative, stimulating culture and role model DHI values in your behaviours.
* Develop the skills, knowledge, and experience of your team members.
* Work in conjunction with the Recovery Team Leader to manage any performance or conduct issues in line with DHI policies and procedures.

**Compliance*** Ensure the team understands and adheres to all DHI’s policies and procedures as well as good practice guidelines, legal and regulatory requirements including safeguarding people, health and safety and information governance.
* Make best use of the team`s resources, operate within the budget, and adhere to DHI`s policies and procedures.

**Other*** This job description contains only the main accountabilities relating to the post and does not describe in detail all the duties required to carry out the role.
* The post holder will be expected to undertake any other duties reasonably requested by their manager and commensurate with the expectations of the role.
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| **Skills, Knowledge, Experience, and Behaviours**The most important quality to succeed in this role will be your positive attitude, resilience, and enthusiasm for the work of DHI and your team.**Essential Criteria:**It is also **essential** that you can demonstrate:**Behaviours*** Belief in and willingness to model DHI values in behaviours, as described in the Behaviour Framework (attached).

**Experience*** Engaging and delegating well to achieve defined results and purpose.
* Assessing risk and making an informed judgement.
* Working in a service sector e.g. health, social care, welfare benefits, teaching, armed forces, criminal justice etc.

**Skills and Qualifications*** Good communication skills, written, verbal and motivational.
* Ability to plan, prioritise, and organise the work and time of others.
* Good basic level of IT literacy (proficient in Word, sending emails and able to input data into systems following training).

**Other*** Able and willing to travel around the geographical area covered by the service.

**Desirable Criteria:** It is **desirable** that you can demonstrate:**Experience*** Managing or supervising staff.
* Undertaking assessments and producing support plans within a health or social care setting.
* Working with people experiencing problematic drug or alcohol use.

**Skills and Qualifications*** Brief solution focused counselling, motivational interviewing, or coaching skills or qualification.

**Knowledge*** Harm Reduction and Recovery.

All the above skills, knowledge, experience, and behaviours will be tested at application and interview. |