

Family Worker – HMP Altcourse

Main

To work as directed by the project Specialist Practitioner and in conjunction with G4S to deliver family interventions to visitors to HMP Altcourse. To provide meaningful play activities for children and young people and to process families as they go through the gate. To take an active role in planning family days and supporting family days, using a whole family approach. To understand the needs of individuals and whole families living with the consequences of imprisonment and find ways to help them. To earn individuals and families trust and recognise their potential. To actively influence the development of the project and the development of a high performance, values driven culture that is able to attract, retain, motivate and develop high quality people.

TERMS & CONDITIONS

Contract Type

This is a Fixed Term contract until March 2021, with potential for contract renewal until 2023.

Salary

£16,912.00 pro rate per annum. This salary is equivalent to PSS Fixed point 20

Disclosure

As this post requires a Disclosure check, please refer to the Recruitment of Ex-offenders statement on the Applicant Guidance page.

Hours

12.5 hours per week, split over 7 days.

Location

HMP Altcourse
Brookfield Drive
Fazakerley
Liverpool
L9 7LH

Annual Leave

23 days per year. In addition to eight paid statutory bank holidays (bank holidays are pro rata for part-time staff).

Pensions

PSS operates an Occupational Pension Scheme with the Pensions Trust.

Conditions of Service

Offers of employment are made subject to the following conditions:

- a) Completion of medical questionnaire
- b) Receipt of two satisfactory references, including one reference from a current or most recent employer.
- c) Authorisation to work in the UK. Under the Immigration, Asylum & Nationality Act 2006 successful candidates will be required to produce documentation which demonstrates their authorisation to work in the UK. Documents may include; Passport; full birth certificate; UK work permit; Home Office letter.
- d) An Enhanced Disclosure. Please note that having a criminal record does not automatically disbar you from working with PSS.

KEY RESPONSIBILITIES

Service Delivery

- To provide visitors with information to support positive family contact. Provide professional assistance to the Specialist Practitioner with regard to child centred family interventions and to develop through the gate support for families and the monitoring and delivery of services to visitors.

- To actively support children to utilise letter box contact within the outside visitors centre and offer emotional support to visitors within the visitors centre.
- Actively support the learning and development needed for staff at HMP Altcourse to achieve its business needs in line with the Project Action Plan and the regional (Merseyside) and organisational plans.
- Play an active role in the teams' delivery of its Action Plan and its evaluation measured against its social and business objectives,
- Play an active part in ensuring that service delivery is of an appropriate quality meet PSS values, sector standards and support regional colleagues to grow near and existing services and to diversify income streams.

People Management and Relationships

- Strive to maintain relationships with colleagues across the region and assist them to achieve their social and business objectives.
- Help the service develop good relationships and networks with agencies in the field to share best practice and develop opportunities for partnership working.

Sustainability and Business Development

- Actively engage in the Performance Management and Development Framework and utilise the framework to reach their performance and development objectives.
- Share the PSS visions and values. Actively support the development of a learning culture within the Family Impact teams. Develop a clear understanding of their role, service objectives and obtain the skills, knowledge and experience they need to meet those objectives.
- Support the implementation of PSS's commitment to health and safety and promote health and wellbeing for all staff to take an active role to promote health and safety risk assessments and risk management.

Finance and Resource Management

- Support the business to fully maximise the use of resources by ensuring that all material and financial resources, within the remit of the position are managed efficiently and effectively.

SERVICE SPECIFIC RESPONSIBILITIES

- Assist in the preparation of performance and monitoring reports internally and to service commissioners in line with the projects social and business objectives.
- Actively engage in service fundraising activities that increase the service's local influence.

ADDITIONAL DUTIES

1. To actively participate in developing directorate team and individual objectives and plans, attend staff performance management and learning and development reviews
2. The post holder is expected to be flexible in the performance of duties and to undertake any other duties identified as appropriate to the post of Family Worker
3. All jobs are subject to change from time to time and this job description will be reviewed regularly and may be updated to include reasonable changes in consultation with the job holder
4. To ensure Health & Safety requirements are met within the visitors centre
5. To ensure that areas are kept clean and tidy ready for the next visitors attending the centre.

JOB DESCRIPTION

This job description is a guide to the work you will be required to undertake and represents a range of responsibilities commensurate with the grade for the post. It does not form part of your contract of employment.

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Requirement	Essential	Asses from:
	E = Essential D = Desirable	A = Application I = Interview R = References E = Exercise/Practical C = Copy of Certificates
Attitude		
Commitment to, and demonstration of the PSS values and their application to the delivery of quality services.	E	A I
Self-motivated able to work on their own and collaboratively as part of a team.	E	A I
High level of personal integrity and courage.	E	A I
Service user centred with commitment to equality and diversity.	E	A I
Strives for continuous improvement and development in themselves, their professional knowledge and the delivery of service	E	A I
Knowledge		
Demonstrate an understanding of the importance of visits for the offenders and all family members' wellbeing.	E	A I
Understands equality and diversity challenges.	E	A I
Understands and demonstrates a personal commitment to the vision and values of PSS.	E	A I
Demonstrates an understanding of safeguarding children and vulnerable adults.	E	A I
Skills		
Ability to develop and sustain positive relationships with visitors and colleagues.	E	A I
Demonstrates effective oral and written communication skills including the ability to use computer technology.	E	A I
Demonstrates the ability to prioritise tasks and meet deadlines.	E	A I
Ability to undertake family centred interventions.	E	A I
Experience		
Experience of working with children and their families using child centred approaches.	E	A I
Experience in working as part of a team.	E	A I
Experience of providing advice and guidance to individual visitors.	E	A I
Experience of working towards a whole family approach.	E	A I
Qualifications and training		
Evidence of continuing professional development.	E	A I
Level 2 Children and Young People, Level 2 Social Care (or comparable qualification in Children & Families, or working towards).	E	A I
First Aid Certificate	D	A I
Food Hygiene Certificate	D	A I