

# Relief 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.

## SCOPE OF JOB AND FOCUS OF ROLE

- Service Delivery – 100%
- People Management and Relationships – 0%
- Sustainability and Business Development – 0%
- Finance and Resource Management – 0%

## TERMS & CONDITIONS

### Contract Type

This is a relief contract.

### Salary

£9.99 per an hour, 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

Relief

### Location

HMP Altcourse, Brookfield Dr, Fazakerley, Liverpool L9 7LH

### Pensions

PSS operates an Occupational Pension Scheme with The **People's Pension**.

### 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.

Actively engage in the Performance Management and Development Framework and utilise the framework to reach their performance and development objectives.

Play an active part in ensuring that service delivery is of an appropriate quality to 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 good relationships and networks with agencies in the field to share best practise 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 and 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 fund raising activities that increase the service 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.

Person Specification -Family Worker – HMP Altcourse

| Requirement  | Essential                     | Assess from:   |
|--|-------------------------------|--|
|  | E= Essential<br>D = Desirable | A = application<br>I = interview<br>R = references<br>E = exercise/practical<br>C = Copy of certificates |
| <b>Attitude</b>  |                               |  |
| 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   |
|  |                               |  |
| <b>Knowledge</b>   |                               |  |
| Demonstrates an understanding of the importance of visits for the offenders and all family <b>members'</b> 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.  |                               |  |
|  |                               |  |
| <b>Skills</b>  |                               |  |
| 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.   |                               |  |
| Ability to undertake family centred interventions.   | E                             | A, I   |
|  |                               |  |
| <b>Experience</b>  |                               |  |
| 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   |
|  |                               |  |
| <b>Qualifications and training</b>   |                               |  |
| 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   |