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**Job Description**

**Job Title: Lead Family Engagement Worker**

**Location: HMP Haverigg**

**Responsible To: POPS’ Family Service Manager**

**Hours: 22.5 hours per week**

**Salary: £13.70 per hour (optional pension contribution 3%)**

**About POPS:**

POPS (Partners of Prisoners & Families support Group) is a Charity set up to support the loved ones of those in prison and on community sentence. The Charity was founded by prisoners’ families in 1988, we currently provide Family Support services in 15 prisons across the North West, Yorkshire, Leicester & Bristol .

**POPS values of diversity. We welcome and encourage job applications from people from diverse backgrounds. We particularly welcome applications from disabled and Black, Asian and Minority Ethnic candidates.**

**PURPOSE OF THE POST**

Based within the prison establishment, the focus of the role is to ensure prisoners, their children, families, and significant others have access to advice, guidance and 1-1 support to enable positive and supportive relationships to be maintained throughout the custodial sentence and prepare effectively for release and resettlement.

**MAIN TASKS**

**Activities**

* Ensure all prisoners are made aware of POPS’ family support service on induction into the establishment.
* Support prisoners and their loved ones to retain positive relationships and communication during the custodial sentence
* Carry out 1-1 assessments using The Outcome Star Assessment Tool
* Develop individual action plans to ensure need are met and outcomes achieved
* Engage with appropriate community agencies in response to the identified needs of prisoners’ children, families and visitors. Including signposting where appropriate
* Support family members to be included and involved in the development of prisoners’ sentence plans, release plans, Healthcare plans and other relevant prison processes.
* Provide support for those prisoners not receiving visits
* Maintain accurate case management information using POPS’ IT based CRM system.
* Communicate with prison Offender Management Unit, Prison Key Workers and other agencies to ensure appropriately and timely sharing of information
* Attend and contribute to prison-based meetings when required
* Support the planning and facilitation of Family Day visits in compliance with contractual requirement.
* Participate in training that is considered relevant to the post.
* To work flexibly, 5 days per week, including alternate weekend days between Monday – Sunday on a rota basis (day time hours)
* To cover other areas of POPS’ service delivery as required.
* Ensure all POPS’ and prison relevant policies and procedures are adhered too.
* Carry out additional relevant tasks as assigned by line manager.

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**Person Specification**

The following are the minimum essential criteria, which will be used to assess your application form. Please ensure that you cover the criteria in your answers, including all your experience both paid and unpaid.

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| **Criteria** | **Description** | **Value** |
| **QUALIFICATION** | Maths and English GCSE Level C or equivalent  | Essential |
| **EXPERIENCE** | Experience of using own initiative with limited supervision.Experience of initiating, planning and developing areas of work.Experience of collating data and report writing.Experience of working with individuals with multiple and complex needs.Experience of working on a 1-2-1 case management basis.Experience of meeting deadlines within a fast-moving environmentExperience of maintaining an electronic a case management system.Experience of working within a prison setting | EssentialEssentialEssentialEssentialEssentialEssentialEssential Desirable |
| **SKILLS AND ABILITIES** | Ability to build and maintain professional working relationships with prisoners and their families.Ability to communicate clearly and effectively both verbally and in writingAbility to priorities workloadExcellent organizational Excellent administration skillsUnderstanding of the needs of Prisoners’ families  | EssentialEssentialEssentialEssentialEssentialDesirable |
| **WORK RELATED CIRCUMSTANCES** | Able to work on a shift/rota basisICT literate, able to use Microsoft office applications   Enhanced DBS and Prison vetting required. Full driving license and access to a car  | Essential EssentialEssentialDesirable  |
| **PERSONAL QUALITIES** | Friendly and approachableConfident communicatorAdaptable and flexible; willing to embrace changeCompassionate and understanding | EssentialEssentialEssentialEssential |