

## JOB DESCRIPTION

<b>Job title</b>	Criminal Justice Community Coach
<b>Location</b>	A Way Out
<b>Hours</b>	35 hours a week
<b>Reports to</b>	Service Manager (Criminal Justice Team)
<b>Salary</b>	£26,000
<b>Ethos of A Way Out</b>	<p>A Way Out is a charity with a difference.</p> <p>We are an outreach and prevention charity working with the most vulnerable and excluded women, families and young people. We engage, empower, equip and enable to prevent further harm, exploitation and life limiting choices and behaviours.</p> <p>A Way Out is not a “three strikes and you are out” agency, but one that works patiently and tirelessly with grace and mercy at the core, which motivates us to “go the extra mile”.</p> <p>As an organisation based upon universal Christian values, believing in meeting people where they are, building hope and trust, and empowering them towards recovery and ‘a way out’ of their difficulties.</p>
<b>Job Summary</b>	<p>Women become involved in the Criminal Justice System for a complex range of reasons. In our gender specific services we provide holistic support <i>to women by women</i>, to overcome challenges and address needs, enabling them to successfully move-on from services and live fulfilling, crime free flourishing lives. We will particularly support women who are specifically involved with the Criminal Justice System with overcoming issues around their:</p> <ul style="list-style-type: none"> <li>• Court attendances</li> <li>• Personal Wellbeing</li> <li>• Accommodation</li> <li>• Finance, Benefits and Debts</li> <li>• Employment, Training and Education</li> <li>• Family and Significant Others</li> <li>• Lifestyle and Associates</li> <li>• Social Inclusion</li> <li>• Dependency and Recovery</li> </ul> <p>We work closely with local community organisations to encourage women involved in the Criminal Justice System including those who may be serving Community Sentences, serving a custodial sentence, being released from Prison and those subject to Multi-agency Public Protection Arrangements (MAPPA) to access existing resources as well as working to build new opportunities. We support women to build upon their strengths and work through any barriers that are preventing them from progressing and achieving their potential.</p> <p>This is a unique opportunity and role where you really can make a difference to improve people’s lives. We are seeking experienced, dynamic, personable, creative, highly motivated and empathic individuals to be Outreach Coaches in Cleveland, supporting some women to make a successful transition from custody to the community, and engaging with others on a one-to-one basis, community asset building and delivering psycho-social interventions that support and enable women to make positive changes to their lifestyle. The role will include being involved in enforcement and in court attendance.</p> <p>These roles are agile working which will include being office based, delivering within the community and with the possibility of some home working, therefore you will need to be able to work effectively independently, and as a virtual team, under pressure to meet challenging deadlines.</p>

## Key responsibilities and duties

- Assist Participants in identifying their own needs and supporting them to progress using a strength based and trauma informed approach to reduce the likelihood of further offending.
- Provide flexible, pro-active outreach support to people who may be reluctant to engage with services or who need additional support to comply with Court/Prison Licence requirements, reducing the likelihood of breach or recall to custody.
- Engaging with women in HMP Low Newton prior to their release, and meeting them at the gate on day of release.
- Involvement with enforcement when appropriate.
- Involvement with court attendance when required.
- Accompany individuals to appointments in the community, acting as advocate as required.
- Work with colleagues from within the team to review and monitor individual's progress against agreed support plans.
- Help to develop colleagues knowledge and understanding of the needs of women involved in the Criminal Justice system, and how to work in a trauma-informed
- Provide cover for colleagues during periods of absences.
- Determine the nature and extent of treatment and support that is appropriate to develop social capital and rehabilitation for individuals.
- Promote the programme using branded literature and materials throughout the community and in HMP Low Newton.
- Establish community focus and development approaches to ensure that all individuals accessing the service have effective sustainable support networks in place.
- Identify and support access to community resources to support a successful exit from the programme.
- Build and develop participant's personal strengths, social networks and capital.
- Identify and build support systems and structures that are responsive to the needs of individuals with different levels of risk, complexity, severity, and strengths.
- Promote the service & maintain professional relationships with partners.
- Provide a range of flexible and effective psychosocial interventions.
- Keep accurate records, updated within specified deadlines, keep the National Probation Service informed of participant's attendance, prepare reports and contribute to all information sharing forums.
- Undertake collection of any monitoring data/performance and maintain appropriate recording using

the Ministry of Justice Case Administration system.

- To work to the performance standards provided and requested by AWO, Ministry of Justice and National Probation Service.
- To ensure all Key Performance Indicators are met, and strict deadlines are adhered to.
- Actively participate in one-to-one meetings and any required training and development activities.
- Actively participate in team and other required meetings.
- Comply with all legal and health and safety requirements and uphold and maintain professional boundaries at all times.
- Undertake and produce Risk Assessments to ensure that risks associated with the delivery of services are effectively assessed and managed, specifically in relation to the protection and safeguarding of participants, families, staff, volunteers, contractors and the general public.
- All routine operational tasks, administrative systems and record keeping adhere to required standards.
- Ensure that the set requirements for the protection and safeguarding of vulnerable adults and children and all statutory guidelines are followed.
- Undertake any other duties that may be seen to fall into the job responsibilities, and/or the exigencies of the organisation.

#### **General terms of reference – In carrying out the above duties the post holder will**

- Take responsibility for fulfilling job description.
- Participate in appraisal, training and supervision processes.
- Ensure the implementation of all A Way Out policies.
- Keep abreast of relevant developments, legislation changes and practices and share them with the team ensuring that organisational changes are aligned where appropriate.
- Undertake other duties appropriate to the grade of the post.
- Work strictly within the guidelines of the organisation's Safeguarding, Confidentiality, Data Protection, Professional Boundaries and Health and Safety Policies at all times.

Please note this post exempt under section 7 (2) (e) and (f) of The Sex Discrimination Act 1975 and therefore open to female applicants only. The successful applicant will be subject to an enhanced DBS check.

This job description is not a definitive list of responsibilities but identifies key components of the role.