



JOB DESCRIPTION	
Job Title	Community Transition Worker
Reports To	Team Leader
Location	Devon
Salary	£21,929 - £25,701 per annum
Date Updated	March 2023

JOB PURPOSE

The post holder will work within the Together integrated drug and alcohol system to ensure seamless transfers between prison and community and will work closely with street homeless outreach teams and the Police/Community Safety Teams. The post holder will complete in reach assessments in HM prisons and, where appropriate, collect the service users on day of release, bringing them back into the community. The post holder will work with the service user for a period of 12 weeks post release to enable a more robust entry into the community and into generic treatment. The post holder will support parents/carers where appropriate.

MAIN DUTIES AND RESPONSIBILITIES

Service Provision:

- Promote an 'everyone's job; no wrong door' approach to engagement
- Work from a variety of locations, including hubs, satellites, partnership sites and in the community; including criminal justice agencies and outreach
- Deliver triage and comprehensive strength-based assessments and harm reduction interventions both within the prisons and the community.
- Carry a caseload providing effective co-ordination and key working; undertake collaborative recovery planning and reviews and make appropriate linkage to other services across Devon
- Work with prison substance misuse teams and prescribers to ensure an offender's smooth transition in to the community. Share information for people going into prison
- Provide prison in-reach ensuring effective communication, information sharing and release planning; avoiding duplication of assessment
- Utilise a trauma sensitive, warm and non-judgmental approach to develop a strong collaborative therapeutic alliance; genuinely hearing, accepting and responding to people's stories
- Undertake risk assessment and risk management planning in consultation with colleagues and partner agencies as appropriate.
- Promote involvement of, and provide support to, families and carers where appropriate
- Work flexibly to support people to meet diverse needs and aspirations, using a range of tools and techniques
- Proactively support service users to participate in a range of recovery, psychosocial and support activities, appropriate to their phase of recovery and including mutual aid; prioritizing the most complex and vulnerable people for enhanced provision and intensive interventions
- Deliver evidence based criminal justice interventions (group & 1:1) and build on peoples' strengths and sources of support
- Work collaboratively with the team, recovery coaches, peer supporters/mentors and volunteers, ensuring all aspects of treatment are effectively planned, integrated and coordinated
- Work within the Offender Management Framework (IOM)
- Participate in joint assessment, joint delivery and information sharing agreements with other services across Devon (e.g. young people, housing, mental health, criminal justice, domestic and sexual violence and abuse services (DSVA))
- Offer a flexible service locally in partnership with Health, Social Care, police and concerned others responding to changing local issues

- Support individuals to use digitally based services and interventions
- Undertake urine and saliva drug testing, taking blood pressure, monitoring physical health
- Provide needle exchange and referral for blood borne virus testing and vaccination
- Adhere and contribute to Multi-agency processes (e.g. MAPPA, IOM, MARAC)
- Adhere to the principles, policies and procedures of effective safeguarding for vulnerable adults and children
- Take a 'Think Family' approach, adopt the EDP Safeguarding Toolkit and comply with EDP's Safeguarding policy and Devon Children and Family Partnership's procedures
- When appropriate act as Lead Practitioner for 'Team Around The Family'
- Provide ongoing consultancy and training in substance misuse for criminal justice professionals.
- Support the prison releases of Dorset colleagues where required.

Performance Management:

- Be responsible for individual performance management and delivery of goals and tasks set
- Comply with all workforce management systems, including supervision and appraisal.
- Actively participate in continuous professional development
- Ensure effective recording of service activity, service user information and performance monitoring, using required data and case management systems and processes.
- Contribute to the continuous improvement of the service and interventions delivered

General Duties:

- Maintain an understanding of, and comply with EDP and *Together's* protocols and policies
- Practice and uphold EDP's ethos, mission, vision and values in all aspects of the job role
- Work in collaboration with a range of stakeholders and organisations to support effective outcomes for clients, ensuring effective communication and adherence to agreements. Attend multi agency meetings, deliver presentations and training as required.
- Actively participate in the EDP communication processes including, case meetings, working groups, team meetings, individual or group supervision and appraisal.
- Report incidents and complaints in accordance with policy and protocols
- Support or supervise volunteers, mentors and trainees placed in the team.
- Facilitate constructive service user consultation, feedback and involvement in all your work
- Travel to other sites for the purposes of meetings and training
- Hold a current driving licence, have access to and business insurance for a roadworthy vehicle
- Work flexibly, to provide late working and weekend cover as required.
- Undertake such other reasonable duties and responsibilities, across the whole services, and at any location within reasonable daily travel from your main place of work.
- Support the service lead and other team members in the induction and development of new starters
- Uphold EDP's vision, mission and values through words and actions.
- Work flexibly, to provide late working and weekend cover as required.

This job description is intended to provide a guide to the general duties and responsibilities of the post. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of EDP.

FURTHER INFORMATION

EDP Values

All employees within EDP will be expected to adopt and promote these values:

Belief – We believe people can make it

We firmly believe in everyone's potential. We know that people can and do make remarkable changes.

Respect – How we work is as important as what we do

We will treat everyone respectfully – whether they use our services, work for us or work with us. We are creative, curious and flexible

Partners – We do it together

We see partnerships as the key to better futures for people affected by substance misuse. We develop strong and meaningful partnerships with people who use our services, staff, other agencies, our funders, research bodies and our communities. We will ensure that our services are accessible to all.

Ambition – We focus on recovery and outcomes

We want a world where people are no longer blamed for their substance misuse, no longer socially excluded and are given support to take ownership of and rebuild their lives. We will call for more understanding, more compassion and more resources to make this happen. We will support staff and service users to keep learning and to set and achieve ambitious targets.

Confidentiality

Ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.

Data Protection

To comply with current laws in relation to data protection and information governance.

Conflict of duties

All applicants to any post within EDP are required to declare any involvement either directly or indirectly with any firm, company or organisation that has a contract with EDP. Failure to do so may result in an application being rejected or dismissal after appointment.

Equal Opportunities and Diversity

To ensure that all service users, their partners, colleagues are treated as individuals within EDP's Diversity and Equality framework

Health and Safety

You are required to comply at all times with the requirements of the Health and Safety regulations. You are responsible for taking reasonable care with regard to yourself as well as any colleague, client or visitor who might be affected by an act or failure to act by yourself.

You are required to comply with EDP policies at all times.

Person Specification: Community Transition Worker

All criteria are Essential unless otherwise indicated

Attributes		Criteria
1. Experience (through paid or voluntary work)	1.1	Experience of managing, planning and prioritising own workload whilst consistently meeting targets and completing tasks to a high standard.
	1.2	Experience of working vulnerable people to provide a range of interventions that support them to develop their personal strengths.
	1.3	Experience of working in the criminal justice system
	1.4	Experience of supporting individuals to develop, implement and review their own Recovery plans.
	1.5	Experience of providing a range of evidence-based, psychosocial treatment interventions to substance misusers, or other vulnerable adults, in both 1:1 and group-work settings, including to those in the criminal justice system.
	1.6	Experience of strategic networking and partnership work.
2. General and Special Knowledge	2.1	An in-depth knowledge and understanding of the harmful effects associated with drug misuse in relation to health, offending, social welfare, housing, employability, personal relationships and treatment and interventions
	2.2	Knowledge and understanding of the criminal justice system, including the National Probation Service (NPS), Community Rehabilitation Companies (CRCs), Courts, Police and Prisons.
	2.3	An understanding/awareness of current national and local guidelines and protocols on substance misuse, treatment , recovery and safeguarding
	2.4	An understanding of models of recovery, and the role of the community in supporting recovery.
	2.5	An understanding of effective caseload management processes and principles.
	2.6	A strong understanding of multi-disciplinary issues and commitment to multi-disciplinary working
	2.7	Working knowledge and experience of Microsoft Office suite, email use, IT systems, case management systems
3. Qualifications and Training	3.1	NVQ level 3 in Health and Social Care, and/or equivalent professional qualification (e.g. Health Care, Nursing, Social Work, equivalent overseas qualification) or commitment to complete.
4. Skills and Abilities	4.1	The ability to quickly establish rapport with family and carers and to use assertive techniques to engage them in treatment. Ability to work in collaboratively, in partnership with a range of people and organisations and to leverage appropriate resources
	4.2	Ability to deal with emotional content of sessions and constructively challenge abusive, aggressive or discriminatory attitude and behaviours
	4.3	Ability to work, communicate and maintain good relationships with a wide range of audiences
	4.4	Ability to develop constructive therapeutic alliances with service users whilst maintaining professional boundaries
	4.5	Ability to utilise or carry out assessment of needs, formulate packages of care and transition, and review and report on progress.
	4.6	Ability to obtain and share information safely in the interests of service users' care.
	4.7	Commitment to continuous professional development, and to share specialist knowledge.

5. Additional Factors	5.1	A commitment to equality of opportunity, valuing diversity, and anti-discriminatory practice, reflected in professional relationships with service users, colleagues and the public.
	5.2	Willing and able to work flexibly to cover early/evening and weekend duties to meet the demands of the service.
	5.3	To be assessed as medically fit in accordance with EDP Occupational Health Department to perform the duties of this post
	5.4	The post holder will need to pass prison clearance/vetting, as well as enhanced DBS, for this role.
	5.5	Ability to travel and a full UK driving license (desirable).