



JOB DESCRIPTION	
Job Title	Criminal Justice Recovery Co-ordinator
Reports To	Criminal Justice Team Lead
Location	Torbay
Hours	37
Salary	A3
Date Updated	May 2023

JOB PURPOSE

This is a really exciting opportunity to join the criminal justice team within Torbay Recovery Initiatives. Additional funding has been secured to expand the criminal justice team in Torbay and to develop and improve the provision of drug and alcohol treatment for individuals involved in the criminal justice system.

As part of the wider Torbay Alliance, EDP alongside key stakeholders are proud to be part of Torbay Recovery Initiatives (TRI). EDP will be providing drug and alcohol support interventions for individuals entering treatment via criminal justice routes alongside Devon Partnership Trust (DPT).

The criminal justice team work with individuals who are referred to drug and alcohol services via criminal justice agencies; including prisons, courts, police custody, integrated offender management schemes and probation. Often offending behaviour may be a result or consequence of their substance misuse.

The aim of the service is to improve health and well-being, reduce vulnerability, reduce the risk of re-offending, and engage individuals in drug and alcohol treatment with a longer-term goal of supporting recovery from substance misuse.

We work very closely with our partner agencies (prisons, courts, police and probation), as well as liaison and diversion, outreach teams, housing, mental health, and homeless and vulnerability services in Torbay. Joint and partnership working is very important.

As a criminal justice recovery coordinator within TRI, you will be part of a multi-disciplinary team and hold a caseload of individuals involved in the criminal justice system supporting them to access treatment and to achieve their personal recovery goal. You will be required to actively engage people in treatment, conduct in-reach in prisons and police custody, outreach in the community, partnership working, and by utilise flexible and creative solutions to facilitate engagement. You will coordinate treatment packages that are personalised to an individual's treatment and recovery needs

The criminal justice team support:

- People being released from prison with an identified drug and/or alcohol treatment need. Going into prisons to meet people prior to release, building rapport, completing assessments, partnership working and preparation for release. Practical support on release day. Ongoing weekly 121 psychosocial support whilst in the community. Improving continuity of care from prison to community.
- People subject to Alcohol Treatment Requirements (ATR) and Drug Rehabilitation Requirements (DRR) from the court as part of their community sentences
- Providing weekly (or as directed) 121 psychosocial sessions for the duration of ATR or DRR. Completing monthly progress review reports for the court. Joint working with probation. Completing drug and alcohol testing for purposes of the order. Attend court as necessary.

- People managed by the Integrated Offender Management (IOM) Scheme
- Provide 121 psychosocial support to prolific and priority offenders. Attend monthly IOM meetings and work closely with IOM partners
- People in police custody
- Go into police custody to offer rapid access to treatment, conduct assessments, provide harm minimisation advice and brief interventions, and actively encourage and engage people in treatment. Ongoing 121 psychosocial support.
- People referred in via criminal justice agencies and those engaged in the criminal justice system

You will be required to provide a range of evidence-based recovery focused interventions. You will be working with service users that may present with complex issues related to their substance misuse; including criminal justice, vulnerability, homelessness, safeguarding, learning disabilities, mental and physical health.

Practitioners will be required to utilise a range of engagement and motivational skills to achieve positive outcomes for the people that use the service.

The post-holder will be expected to:

- Work as part of a multi-agency team, working alongside criminal justice professionals, prisons, court, probation, police. Provide support to wider team.
- Contribute to the support and provision of effective drug and alcohol assessment, treatment and targeted interventions for people coming into contact with criminal justice agencies such as Police custody, prison releases, courts and probation.
- Provide 1:1 weekly psychosocial support and interventions to address substance use and encourage recovery
- Provide time limited 1:1 support to clients giving advice, information and/or support to access a wide range of agencies and services that can provide support and advise with issues such as housing, social isolation and exclusion, debt management, training, education and employment.
- Facilitate group work and activities
- Provide harm reduction advice at every opportunity
- Support people who typically find it hard to access and utilise community services and resources.
- Actively engage and work with individuals with offending histories combined with a wide range of mental health problems, who may also have co-existing complex needs including homelessness, substance misuse, significant risk to self or others, are socially excluded, and who at times may present with extremely challenging behaviours.
- Advocate and liaise to with relevant community services.
- Complete reports, assessments, and paperwork as necessary
- Monitor and support individuals receiving treatment for substance misuse issues, including those on prescribed opiate substitute treatment

- Provide support and mentoring to junior colleagues

The post holder will need to be flexible and adaptable to change in response to the changing needs of the service users and the service.

MAIN DUTIES AND RESPONSIBILITIES

Service provision and general duties:

- Maintain an understanding of, and comply with EDP and TRI's protocols and policies
- Practice and uphold EDP's and TRI'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 TRI 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
- Work as part of a multi-agency team, working alongside criminal justice professionals, prisons, court, probation, police. Provide support to wider team.
- Contribute to the support and provision of effective drug and alcohol assessment, treatment and brief targeted interventions for people coming into contact with criminal justice agencies such as Police custody, prison releases, courts and probation.
- Provide 1:1 weekly psychosocial support and interventions to address substance use and encourage recovery
- Provide time limited 1:1 support to clients giving advice, information and/or support to access a wide range of agencies and services that can provide support and advise with issues such as housing, social isolation and exclusion, debt management, training, education and employment.
- Facilitate group work and activities
- Support people who typically find it hard to access and utilise community services and resources.
- Actively engage and work with individuals with offending histories combined with a wide range of mental health problems, who may also have co-existing complex needs including homelessness, substance misuse, significant risk to self or others, are socially excluded, and who at times may present with extremely challenging behaviours.
- Advocate and liaise to with relevant community services.
- Complete reports, assessments, and paperwork as necessary
- Monitor and support individuals receiving treatment for substance misuse issues, including those on prescribed opiate substitute treatment
- 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
- Uphold EDP's vision, mission and values through words and actions.
- Work flexibly, to provide late working and weekend cover as required

- 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 outreach
- Deliver triage and comprehensive strength-based assessments, harm reduction and brief interventions, including naloxone training and distribution
- Act as Lead Practitioner where coordination sits with *Torbay Recovery Initiatives* and support other services where coordination sits with them
- Carry a caseload providing effective co-ordination and key working; undertake collaborative recovery planning and reviews and make appropriate linkage to other services across Torbay
- Utilize 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 wherever possible
- 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 psychosocial interventions (group & 1:1) and build on peoples’ strengths and sources of support
- Work collaboratively with the team, other services, recovery coaches, peer supporters/mentors and volunteers, ensuring all aspects of treatment are effectively planned, integrated and coordinated
- Offer a flexible service locally in partnership with Health, Social Care, police and concerned others responding to current local issues
- Participate in joint assessment, joint working and information sharing agreements with other services across Torbay (e.g. young people, housing, mental health, criminal justice, domestic and sexual violence and abuse services)
- 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 prisons
- Provide prison in-reach ensuring effective communication, information sharing and release planning; avoiding duplication of assessment
- Support individuals to use digitally based services and interventions
- Undertake urine and saliva drug testing, taking blood pressure, monitoring physical health
- Provide referral for blood borne virus testing and vaccination
- Adhere to Multi-agency processes – e.g. MAPP, IOM, MARAC
- Adhere to the principles, policies and procedures of effective safeguarding for vulnerable adults and children
- Foster and maintain good working relations with the prisons, police, probation, courts, social services, housing, custody healthcare professionals, and prison mental health teams, in-patient and community mental health services, drug and alcohol services, primary care and third sector organisations.
- Communicating complex and sensitive information with agencies involved in managing health or social care vulnerabilities in line with Trust Data Protection and Information Governance policies.
- Communicating drug and alcohol treatment plans, individual rights and entitlements to the person, their relatives, carers or nominated person with empathy and providing reassurance as required.

- Assertively establish and maintain effective contact with vulnerable people who require brief interventions to access a variety of statutory and third sector services to meet identified needs or reduce vulnerabilities.
- To communicate, provide and receive complex, sensitive and at times contentious information where skills of a persuasive, motivational, negotiating, empathy and counselling are required, often in situations where there are barriers to understanding and high stress levels, e.g. court rooms and police custody settings.
- To provide general counselling and advocacy, with empathy and understanding of the person's needs and to promote/maintain professional relationships to ensure meaningful outcomes.
- Develop and maintain effective communicating styles, including effective listening skills where barriers to understanding may be identified through physical disability, learning disability, neurodevelopmental disorders or cognitive impairment.
- Network and inter-agency joint working and gaining co-operation with colleagues from multiple agencies to understand the impact of stigma that offenders often face.
- Maintain safe and effective communication with individuals and proactively engage with them using a variety of communication methods tailored to individual needs and preferences
- Engage and support individuals to use digital work books focused on self-help and relapse prevention
- Provide initial assessment and support to individuals undertaking digital pathways of self-help and recovery
- 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
- Carry a caseload providing effective co-ordination and key working; undertake collaborative recovery planning and reviews and make appropriate linkage to other services across Torbay
- 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
- Work within the Offender Management Framework (IOM)
- Provide ongoing consultancy and training in substance misuse for criminal justice professionals.

Analytical and Judgemental Skills:

- Collate clinical information from direct observations and history gathering from files to contribute to formulations and care planning processes.
- Using own clinical knowledge and experience, to make informed decisions about personal safety, identification of risk, and where necessary make other professionals aware of concerns and/or raise a safeguarding alert.
- Responding to a situation that requires thought and analysis, using a range of clinical skills and common sense to assess a person's ability to engage with planned interventions and employ a flexible, person-centred approach to negotiating last-minute changes or devising alternative plans as required.
- To liaise, plan and work with Senior Clinical staff
- To assess and make judgements about the appropriateness of the intervention being provided and whether the individual requires any additional support
- Assess risk to individual, others and wider community and bring any concerns to the attention of senior staff to support in development of risk assessments and action plans to mitigate risk

Planning and Organisational Skills:

- Attend management and professional meetings as directed by Clinical Lead or Team manager.
- Responsible for planning and co-ordinating own day to day workload, including services to support clients, under the supervision and direction of the Clinical Lead or Team manager.
- Ability to manage competing demands through effective time management and organisational skills.

Responsibility for Patient/Client Care, Treatment and Therapy:

- To attend police custody suites and crown/ magistrates' courts to support if required the screening, clinical assessment and provision of brief targeted interventions as directed by clinical lead
- To attend prisons to meet individuals prior to release and upon release meet to ensure they can safely engage with local services
- To attend criminal justice sites to conduct in-reach and outreach work
- Monitor physical health e.g. diet, hygiene and sleep and assist the person in addressing identified needs through access to relevant agencies e.g. GP, Street Homeless Outreach Teams, Housing, food banks etc.
- Assertively work with vulnerable and disadvantaged people to implement care and treatment plans or brief interventions.
- To support individuals to engage with their agreed care plan by working towards agreed support goals through regular and consistent interventions, maintaining dignity and respect and actively promoting the rights and responsibilities of the person for their personal empowerment and wellbeing.
- Practice in a way that actively promotes independence and promotes recovery.
- To be a reflective practitioner seeking appropriate professional support and guidance.
- Act as a point of contact and information to named individuals and to provide advice and signposting to the person, their carer or professionals involved in the care pathway.
- Participate and complete all relevant core training.
- Participate in the care management of cases as directed by the Clinical Practice Lead or Team Manager.
- Record all contacts and clinical information on relevant caseload management software
- Share information as necessary with other agencies and professionals

Responsibility for Policy and Service Development Implementation:

- Contribute to team discussions on policy and guidance around safe working practices.
- Contribute to research in the area of evidence-based practice and to embrace clinical governance by working within standards of evidence-based research.
- Contribute to data collection and audits of the service, both locally and nationally for NHS England.
- To participate in service reviews and service development as required.
- Attend other developmental training, including conferences of interest to the post-holder and of relevance to the service.

Responsibility for Finance, Equipment and Other Resources:

- Responsible for care of own equipment provided by the Trust.
- Responsible for care of equipment made available by any other agency

Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management

- Participate in regular clinical supervision, individual management supervision and appraisals.

- Participate in the design and delivery of any training provided by the service

Responsibility for Information Resources and Administrative Duties:

- Maintain up to date client records in a timely and accurate manner using HALO or any other digital electronic case management system including CareNotes SystemOne and Police Custody record (UNIFI).
- Adhere to Trust Confidentiality, Data Protection and Information Governance Policies.

Responsibility for Research and Development:

- Assist with research programmes or clinical trials identified within the Trust, service and team as required.

Freedom to Act:

- The post-holder will work alone but under the guidance of a clinical lead who will always be available for clinical advice and support.
- The post-holder will deliver time limited brief interventions to an individual. Due to the nature and complexities of wider social vulnerabilities, the post-holder will be required to use initiative and flexible thinking and be prepared to make last minute changes to the delivery of planned interventions to maintain positive engagement in difficult circumstances.
- Responsible for adhering to Trust and Devon and Cornwall policies and procedures.

Physical Skills:

- Standard keyboard skills using a range of software and clinical recording systems between health and criminal justice
- The post-holder will be required to drive regularly for this role. A full driving licence is required.
- The post-holder will be trained in breakaway techniques and to adhere to the lone-worker policy in maintaining personal safety.

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

Any Other Specific Tasks Required:

- Provide for transport of people using our service within Trust guidelines and procedures.
- Mobility across a wide geographical area.

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: Criminal Justice Recovery Co-ordinator

All criteria are to be met, either directly or through transferrable skills, abilities and experience.

Attributes		Criteria
1. Experience	1.1	Experience of working in the criminal justice system or with individuals involved with the criminal justice system

(through paid or voluntary work)	1.2	Experience of managing, planning and prioritising own workload whilst consistently meeting targets and completing tasks to a high standard.
	1.3	Experience of assessment and working with substance misuse service users to assist them to identify their own resources, aspirations and priorities (or have transferable skills and/or a willingness to learn).
	1.4	Experience of supporting individuals to develop, implement, and review their own recovery plans.
	1.5	Experience of working with vulnerable people with complex co-morbidities (e.g., mental health, learning disability, ADHD, autism, offending behaviours, substance misuse, homelessness, debt etc) to provide a range of interventions that support them to develop their personal strengths.
	1.6	Experience of working with people who are hard to engage through their vulnerability, who are challenging in presentation or employ risk behaviours including self-harm
	1.7	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 (or have transferable skills and/or a willingness to learn).
	1.8	Experience of, or an understanding of, community development, outreach and engagement.
	1.9	Experience of managing caseloads, including keyworking and signposting (or have transferable skills and/or a willingness to learn).
	1.10	Experience of working within a community setting in either the statutory or voluntary sector
	1.11	Experience of working in a multi-disciplinary and multi-agency environment
	2. General and specialist knowledge	2.1
2.2		An in-depth knowledge and understanding of the harmful effects associated with drug misuse in relation to health, offending, social welfare, housing, employability and personal relationships.
2.3		An in-depth knowledge and understanding of treatments and interventions available to substance users, clinical and non-clinical, including the benefits to individuals (or have transferable skills and/or a willingness to learn).
2.4		An understanding of models of recovery, and the role of the community in supporting recovery.
2.5		An understanding/awareness of current national and local guidelines and protocols on substance misuse, treatment and recovery.
2.6		A knowledge and understanding of policies related to the safeguarding of children and vulnerable adults (or have transferable skills and/or a willingness to learn).
2.7		An understanding of effective caseload management processes and principles.

	2.8	Working knowledge and experience of Microsoft Office suite, email use, IT systems, and case management systems.
	2.9	A strong understanding of/commitment to multi-disciplinary working and working in partnership with other organisations.
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 Or Relevant work-based experience
4. Skills and Abilities	4.1	Ability to work within a values based approach, adopting the <i>Torbay Recovery Initiatives</i> values and recovery based principles.
	4.2	Ability to quickly establish rapport with people and to use assertive techniques to engage them in treatment.
	4.3	Ability to work in collaboratively, in partnership with a range of people and organisations and to leverage appropriate resources
	4.4	Ability to communicate effectively and work well with clinical colleagues, ensuring clinical plans align with recovery plans.
	4.5	Ability to deal with emotional content of sessions and constructively challenge abusive, aggressive or discriminatory attitude and behaviours.
	4.6	Good listening skills and ability to deal with complex or sensitive information
	4.7	Ability to work effectively as part of a team.
	4.8	Ability to communicate well with a wide range of audiences.
	4.9	Ability to develop constructive therapeutic alliances with service users whilst maintaining professional boundaries.
	4.10	Ability to assess and manage risk
	4.11	Ability to demonstrate reflective practice skills.
	4.12	Knowledge of group dynamics and competent group-work facilitation skills.
	4.13	Ability to utilise or carry out assessment of needs, formulate packages of care and transition, and review and report on progress (or have transferable skills and/or a willingness to learn).
	4.14	Ability to obtain and share information safely in the interests of service users' care.

	4.15	Ability to use own initiative and to work independently without direct supervision
	4.16	Ability to assess situations quickly and decide upon the appropriate course of action.
	4.17	Commitment to continuous professional development, and to sharing specialist knowledge.
	4.18	Ability to support individuals to use digital interventions (or commitment to learn this).
	4.19	Good verbal and written communication skills
	4.20	Ability to write reports and case notes to a high standard
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	Ability to travel across <i>Torbay Recovery Initiatives</i> service area.
	5.4	To be assessed as medically fit to perform the duties of this post in accordance with EDP Occupational Health Department.
	5.5	A non-judgmental attitude towards people affected by substance use, including offenders.
	5.6	The post holder will need to pass prison clearance/vetting, as well as enhanced DBS, for this role.