



Job Description

Title of Post: Prison Accommodation Advisor, HMP Exeter
Salary: NJC Scale Points 23 to 27
Responsible to: The Project Manager
Hours: 21 hours per week (7 month contract)

Main Purpose of the Post:

To assist offenders in providing solutions to a variety of accommodation based concerns that will ultimately contribute to the local and national resettlement strategy, reduce the likelihood of prisoners re-offending and assist them in a successful reintegration into their communities.

Main Tasks and Responsibilities:

1. **To manage allocated referrals to the Project.**
 - Manage a case load of clients as allocated with emphasis on those individuals who are likely to be discharged with no fixed abode.
 - Contribute to team meetings, helping to inform allocations and other operational matters
 - Carry out initial housing risk assessment of the clients.
 - Carry out an assessment of the client's housing and wider support needs
2. **To identify appropriate accommodation and support for clients.**
 - Provide housing advice and guidance to prisoners on a one-to-one basis on the wings.
 - Identify initial accommodation with local housing providers
 - Contact and liaise with landlords to sustain tenancies where appropriate
 - Foster links with housing providers, Registered Social Landlords and local authorities and identify additional sources of accommodation
 - Broker access to an appropriate range of support services provided by local agencies.
 - Support and empower clients to take responsibility for their own housing solutions
3. **To support the effective co-ordination and promotion of the Project's work amongst local agencies and other key partners.**
 - Liaise regularly with local agencies about the housing and support needs of specific clients
 - Attend appropriate meetings, networks and other events with local agencies and partners to ensure the effective co-ordination and promotion of the project's work
 - Liaise regularly with other key partners/stakeholders as needed
4. **To contribute to the monitoring, evaluation and future development of**

the project in conjunction with other staff and key stakeholders.

- Assist the prison in the delivery of Key Performance Targets and any other measurement deemed necessary
- Contribute to the development of criteria used to measure the project's impact and liaise as needed with external evaluators.
- Contribute to careful recording of work using the IT database as an essential tool
- Provide regular information and reports to the Project Manager and other stakeholders in order to demonstrate the activities and outcomes of the Project.
- Contribute to the strategic development of the Project.

5. To carry out other tasks as necessary.

- Ensure that all activities are carried out in accordance with STP Health and Safety, Equal Opportunities, and other appropriate policies and guidelines
- Contribute to the development and review of policies and procedures
- Attend regular meetings with the Project Manager for the purposes of line management, supervision and appraisal
- Attend Project staff meetings, training events, conferences and other relevant forums as identified in consultation with the Project Manager
- Work to promote and maintain the values and ethos of the organisation
- Carry out other tasks and duties as necessary to ensure the smooth running of the organisation

PERSON SPECIFICATION

Job holders are expected to demonstrate achievement in the following competencies and areas of knowledge, skills and experience:

Essential knowledge, experience, skills and qualities:

- Experience of case work with, and/or providing other one-to one support for, vulnerable clients who have complex needs and pose some risks
- Experience of direct work in relation to the housing needs of vulnerable groups
- Experience of working with, or in, the voluntary sector, and reporting to multi-agency committees
- Experience of working in an environment with a supportive attitude and respect for clients, volunteers and other stakeholders
- Understanding of the resettlement needs of offenders and particularly short-term prisoners (with specific reference to housing and wider social exclusion issues), and knowledge of agencies available to meet these needs
- Awareness of the criminal justice system, in particular the links between prison and the community
- Ability to prioritise own workload, and manage own administration, data inputting and filing
- Ability to maintain boundaries within the context of good working practice and the confidentiality policy of partner organisations
- Ability to manage information in relation to legislation (Data Protection, Freedom of Information etc.)

Desirable Knowledge Experience, Skills and Qualities:

- Experience of use of IT-based monitoring and evaluation systems
- A formal qualification in a related field, e.g. housing, probation, social work, etc.

Competencies:

- Personal effectiveness
- Managing self and relationships with others
- Team working and co-operation
- Problem solving and capacity to think laterally
- Consulting widely with clients to identify positive opportunities
- Negotiating and influencing
- Excellent inter-personal and communication skills, both written and oral
- Self development and demonstrating a willingness to change where the need arises
- Proactive and using initiative
- Organisation and delivery of outcomes
- Building effective external relationships
- Using IT and admin systems

Other requirements:

- A commitment to the aims and objectives of St Petrock's
- An understanding and commitment to St Petrock's policies and values.
- An understanding of professional boundaries.
- Ability to recognise and to work with the support of local churches, statutory agencies, volunteers and the wider community.
- Available to work occasional evenings, weekends and bank holidays.
- Adaptable and flexible to the needs of the project and clients.

Limitations applicable to this post:

This is a 7 month contract in the first instance.

TERMS AND CONDITIONS

The expected salary range for this post is NJC scale 23 to 27 (£20,198 - £22,958) pro rata.

Salaries are paid monthly in arrears, by the last day of each month and are paid by bank transfer.

Hours of work:

The normal hours for this post are 21 per week as noted below.

Time off in lieu (TOIL) is allowed for work done beyond the normal weekly hours. Any TOIL accrued will normally be taken off within one calendar month.

25 days holiday pro rata plus bank holidays, with 1 extra day for each full year of service up to a maximum of 30 days (all pro-rata for part-time staff).

A Group Personal Pension Scheme is available after three months of service with a 5% contribution from the employer, provided it is matched by a minimum contribution of 3% from the employee.

Expenses will be paid in accordance with current STP policy.

Subject to a Three month probationary period.

The postholder will have substantial access to vulnerable people and therefore any appointment will be subject to satisfactory Criminal Records Bureau and Prison security checks.

St Petrock's (Exeter) Ltd
Prison Accommodation Advisor24/5/10