

JOB DESCRIPTION
(To be read in conjunction with Person Specification)

Personality Disorder Offender Pathway Service

POST:	Housing & Resettlement Caseworker
SALARY:	AFC Band 6
ACCOUNTABLE TO:	Service Manger
RESPONSIBLE FOR:	n/a

ORGANISATIONAL EXPECTATIONS:

Community Links aims to provide a high quality customer service adhering to the principles of best practice, promoting equal opportunities and working positively with diversity. Community Links is an ambitious, forward thinking organisation and you must be committed to developing and enhancing the services we provide.

The organisation expects all its employees to carry out their duties in a professional manner with a client focus, ensuring that respect and courtesy is shown to them, colleagues, other service providers and all those in contact with the organisation. You are expected to uphold the values and ethos of Community Links at all times.

OUTLINE OF POST:

The post holder is responsible for providing a flexible, effective and responsive service to clients referred to the Accommodation function of the Personality Disorder Offender Pathway Service.

The post holder will facilitate housing and resettlement pathways for individuals with a diagnosis of or traits consistent with Anti-Social Personality Disorder.

The service is delivered working in partnership with the National Probation Service (NPS) and Leeds and York partnership foundation trust (LYPFT), working within MAPPA frameworks for those leaving criminal justice services

MAIN TASKS:

1. To assess, broker and provide consultation to criminal justice services, working with individuals with Anti-Social Personality Disorder.

2. To undertake mapping of criminal justice, health and 3rd Sector services to facilitate resettlement pathways being progressed in the West & South Yorkshire regions.
3. To support identified clients, to assess and address accommodation issues, working collaboratively to enable planned pathways
4. Provide effective and supportive interventions to clients with accommodation needs.
5. To deliver as required consultation and personality disorder awareness workshops within the region.
6. To build & maintain positive working networks with housing & support providers across the regions.
7. To apply a psychological formulation approach to working with individuals with Anti-Social Personality Disorder.
8. To contribute to wider clinical and criminal justice forums related to individual's needs.
9. To ensure that client records and other information systems are completed accurately and within agreed timescales.
10. To ensure that support undertaken is meaningful, respectful, promotes self-determination and is in line with the individual support plan.
11. To adhere to organisational policies and procedures relating to risk and personal safety.
12. To support the Service Manager in achieving the quality standards and key performance indicators as set out within our contractual obligations
13. Keep up-to-date with policies, guidelines, procedures and practices.
14. Participate in team meetings and other meetings as required.
15. Represent Community Links in a knowledgeable and professional manner at all times.
16. Maintain appropriate professional boundaries at all times.
17. Identify own training and development needs in conjunction with your line manager and participate in training opportunities as directed.
18. Partake in Community Links Personal Development Review system.

The above duties are indicative of the requirements of the post at the time of recruitment. You will be expected to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which Community Links operates.

Please note this job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible approach to the tasks, which may be varied from time to time following discussion with line management. Any variations will be subject to the operational requirements and will be in keeping with the general profile of the post.

Person Specification
Personality Disorder Offender Pathway Service
Housing and Resettlement Caseworker

The person specification should be read in conjunctions with the job description. It is used at the short listing and interview stage to decide how suitable each candidate is to take on the role.

Community Links does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any 'gaps' could form areas for development in the future.

Approach	Essential	Desirable	Identified by: A=application I=interview E=exercise
Demonstrate understanding and commitment to equal opportunities and diversity	✓		A, I
Demonstrate a commitment and enthusiasm for working with our service user group	✓		A, I
Able to build and maintain relationships whilst maintaining appropriate professional boundaries	✓		A, I
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload	✓		I
Demonstrate the ability to undertake work with high degree of accuracy and strong attention to detail	✓		A, I, E
Knowledge & Skills	Essential	Desirable	
Good verbal, written and numeracy skills sufficient to be able to make accurate written records and communicate with people at all levels both verbally and in writing	✓		A, I
Good technical literacy of Microsoft Applications e.g. Word, Excel, and Access etc.	✓		A, I
Good interpersonal skills including listening and display empathy	✓		A
Creative, flexible and imaginative approach to working with people with mental health problems	✓		I

The ability to motivate, negotiate and develop effective working relationships with both internal and external contacts and Partnerships.	✓		A, I
A good working knowledge of issues of confidentiality with regard to the provision of care & public protection	✓		A, I, E
Understanding of care pathways and community interface	✓		A, I
Ability to assess and manage risk within a therapeutic framework	✓		A, I
Motivated to learn and develop understanding of personality disorder and to develop self to be an effective practitioner	✓		A, I
Broad understanding of mental health issues, services and legislation	✓		A, I
Have access to a car for work purposes and hold a full current UK driving licence	✓		A
Language skills e.g. Urdu, Polish, BSL, etc		✓	A
Experience	Essential	Desirable	
Demonstrate successful experience of self directed working and be able to take a 'lead' role in enable clients to achieve their goals	✓		A, I
Experience of liaising and working in partnership with a wide range of professionals	✓		A, I, E
Experience of working positively with housing providers to prevent homelessness/resettle clients	✓		A, I
Demonstrate successful working towards individual, team and service targets	✓		A, I
Experience of building and maintaining links with a wide range of services and stakeholders	✓		A, I
Experience of mental health either as service user, carer, worker or volunteer.		✓	A