



Job Description

Job Title:	Family Engagement Worker
Location:	HMP Wymott
Responsible To:	Family Engagement Lead
Hours:	24.5 hours per week (4 days per week, alt weekends Sat & sun mornings)
Salary:	£12.96 per hour

ABOUT POPS

POPS is a Charity set up to support the loved ones of those in prison and on community sentence. The Charity was founded by prisoners' families in 1988, we currently provide Family Support services in 14 prisons across Bristol, Cheshire, Cumbria, Lancashire, Leicester, Merseyside, Greater Manchester, Yorkshire.

POPS values of diversity. We welcome and encourage job applications from people from diverse backgrounds. We particularly welcome applications from disabled and Black, Asian and Minority Ethnic candidates.

PURPOSE OF THE POST

Based within the prison establishment, the focus of the role is to ensure prisoners, their children, families, and significant others have access to advice, guidance and 1-1 support to enable positive and supportive relationships to be maintained throughout the custodial sentence and prepare effectively for release and resettlement.

NB: Obtaining enhanced DBS and passing prison vetting process is essential to this role

- Ensure all prisoners are made aware of POPS' family support service on induction into the establishment.
- Support prisoners and their loved ones to retain positive relationships and communication during the custodial sentence
- Carry out 1-1 assessments using The Outcome Star Assessment Tool

- Develop individual action plans to ensure need are met and outcomes achieved
- Engage with appropriate community agencies in response to the identified needs of prisoners' children, families and visitors. Including signposting where appropriate
- Support family members to be included and involved in the development of prisoners' sentence plans, release plans, Healthcare plans and other relevant prison processes.
- Provide support for those prisoners not receiving visits
- Maintain accurate case management information using POPS' IT based CRM system.
- Communicate with prison Offender Management Unit, Prison Key Workers and other agencies to ensure appropriately and timely sharing of information
- Attend and contribute to prison-based meetings when required
- Support the planning and facilitation of Family Day visits in compliance with contractual requirement.
- Participate in training that is considered relevant to the post.
- To cover other areas of POPS' service delivery as required.
- Ensure all POPS' and prison relevant policies and procedures are adhered too.
- Carry out additional relevant tasks as assigned by line manager.



Person Specification

The following are the minimum essential criteria, which will be used to assess your application form. Please ensure that you cover the criteria in your answers, including all your experience both paid and unpaid.

Criteria	Description	Value
QUALIFICATION	Maths and English GCSE Level C or equivalent	Essential
EXPERIENCE	Experience of using own initiative with limited supervision.	Essential
	Experience of initiating, planning and developing areas of work.	Essential
	Experience of collating data and report writing.	Essential
	Experience of working with individuals with multiple and complex needs.	Essential
	Experience of working on a 1-2-1 case management basis.	Essential
	Experience of meeting deadlines within a fast-moving environment	Essential
	Experience of maintaining an electronic case management system.	Desirable
	Experience of working within a prison setting	
SKILLS AND ABILITIES	Ability to build and maintain professional working relationships with prisoners and their families.	Essential
	Ability to communicate clearly and effectively both verbally and in writing	Essential

	Ability to priorities workload	Essential
	Excellent organisational skills	Essential
	Excellent administration skills	Essential
	Understanding of the needs of Prisoners' families	Desirable
WORK RELATED CIRCUMSTANCES	Able to work on a shift/rota basis	Essential
	ICT literate, able to use Microsoft office applications	Essential
	Full driving license and access to a car	Desirable
PERSONAL QUALITIES	Friendly and approachable	Essential
	Confident communicator	Essential
	Adaptable and flexible; willing to embrace change	Essential
	Compassionate and understanding	Essential