



## **Job Description**

<b>Title of post:</b>	Substance Misuse Liaison Worker
<b>Location</b>	Wakefield Normanton Town Hall, Havertop Police station, Leeds Magistrate Court, Leeds Crown Court but with the potential to undertake duties and cover at other Police stations across the West Yorkshire district.  This post will be based in Wakefield.
<b>Salary:</b>	Salary scale £30,164-£31,613 Starting at £30,164
<b>Responsible to:</b>	L&D Lead Substance Misuse Navigator
<b>Contract:</b>	Fixed term until March 2025
<b>Hours of Work:</b>	Full Time 37 hours including some weekend work

The Liaison and Diversion service is a multi-disciplinary team operating across West Yorkshire. They work with vulnerable adults and young people who come into contact with the criminal justice system, with the aim of diverting individuals away from crime and into health, social care or other support organisations.

The postholder will lead on the substance misuse pathways in Wakefield which includes arrest referral, work in both the courts and community, complete assessments to help form sentencing decisions, specifically around community sentencing of Drug Rehabilitation requirements and Alcohol Treatment requirements, hold a small caseload of complex clients, assertive outreach.

### **Role Purpose**

To directly contribute to achieving the aims of the Liaison and Diversion Team specifically: -

To contribute to the development of substance misuse pathways.

To contribute to the substance misuse pathways in Wakefield (arrest referral, court and assertive outreach).

To work in partnership with other agencies to reduce health inequalities within a specific targeted group within the criminal justice system.

To make referrals to the appropriate services and to encourage and support young people and vulnerable adults to access statutory and voluntary sector services so that health and social outcomes may be improved.

To contribute to community safety and crime reduction strategies by working in partnership with other criminal justice agencies to achieve a reduction in offending and re-offending.

To promote the welfare of vulnerable adults, children and young people. To promote their capacity for change and social inclusion.

To deliver and review interventions within a framework informed by research evidence and best practice guidance, which is underpinned by principles of anti-discriminatory practice.

To positively engage vulnerable adults, children and young people at risk of social exclusion and their families, enabling their participation in the planning, delivery and review of services.

### **Main Duties and Responsibilities**

- Work under pressure and use own initiative and handle competing demands by effective self-management, self-motivation and prioritisation.
- To undertake holistic trauma informed assessments of vulnerable adults, children and young people who have been detained in police custody or have come into contact with the Criminal Justice System.
- To hold caseload of clients.
- To provide harm reduction advice to clients.
- To share relevant, timely information to inform the Police and Crown Prosecution Service decision making with regards to charge. To share relevant, timely information to inform the Courts/Probation of substance misuse assessment outcome, helping to inform community sentencing decisions and complete reports for CPS or Courts.
- To share relevant, timely information to local substance misuse service.
- To work in partnership with local substance misuse treatment service and other agencies to ensure that people who offend or at risk of offending have their individual needs met.
- To co-locate in various settings and represent Liaison and Diversion in a professional capacity.
- To undertake planned interventions and make and facilitate referrals in line with the risk and needs identified from assessments.

- To reduce crime through early identification of risk, leading to a swift and effective criminal justice response.
- To complete high quality and comprehensive referrals to a range of support services.
- Assertively outreach 'hard to reach' clients to promote engagement.
- To work in a person-centred manner to support substance misuse clients who offend or who are at risk of offending to access relevant services and support and can meet system requirements.
- To share timely information about vulnerable people with health, justice and other agencies to assist decision making about potential criminal justice and health outcomes and ensure risk is managed effectively and young people are safeguarded.
- To ensure risk is assessed and relevant information shared to ensure appropriate services are accessed and to manage the safety of clients and others.
- To ensure effective decision making at the point of disposal and where appropriate fast-track responses through the Criminal Justice System.
- To reduce the number of vulnerable adults and young people who are vulnerable to harm from others by identifying issues of safeguarding and making appropriate referrals.

### **Lead**

- To contribute to elements of training, induction and mentoring of staff
- Contribute to team meetings that promote learning cultures, cascade information and provide feedback mechanisms for staff.
- To support development of substance misuse pathways and projects.
- To support the monitoring and development of the West Yorkshire Liaison and Diversion substance misuse team.

### **General**

- To contribute to the monitoring and evaluation of the effectiveness of the work of the Liaison and Diversion programme and the substance misuse pathways.
- To fully use the electronic case management system to record all assessment plans and interventions. To maintain accurate and up to date case records and to contribute to project monitoring and quality assurance systems.

- To meet responsibilities under Health and Safety at work guidance and legislation.
- To contribute to the positive promotion of the service, including the provision or appropriate training for magistrates, team colleagues and staff in other agencies.
- Work flexibly and develop positive working relationships with other staff, volunteers, managers, and partners to set and deliver organisational goals and to resolve conflicts of interest professionally.
- To work, at all times, as part of a team. This includes working with other staff (who may be employed by different organisations) attending team and staff meetings and developing a teamwork approach to all aspects of the organisation's work.
- To be inducted, supervised, performance monitored and appraised in line with performance management policies and procedures.
- To be responsible for personal learning and development where appropriate and undertake training, both mandatory and optional, to increase knowledge, skills and awareness.
- To be responsible for promoting the work and services of the L&D service to the public, potential service users, referrers and funders.
- To ensure information is dealt with in accordance with policies around Confidentiality, Communications, Internet, Email and Telecommunications and steps are taken to ensure that confidential information is secure e.g., service user data.
- To be aware of and employ the general practices of Safeguarding and Health and Safety policies and ensure these are adhered to at all times.
- The postholder will be required to work with and to provide equality of opportunity and diversity for vulnerable adults and young people who have had contact with the Criminal Justice System.
- To undertake any other duties as directed by the Liaison and Diversion Coordinator/Team Manager.
- The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

**Any job offer will be dependent on the outcome of police vetting at level 3, and reference checks.**

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- DBS check for working with vulnerable adults and children.
- Evidence of essential qualifications – see page 1 of this job specification.
- Two satisfactory references.
- Confirmation of medical fitness for employment.
- Registration with appropriate bodies (where applicable).
- Police vetting check.

	Essential	Desirable	How demonstrated
<b>Qualifications</b>	<p>To hold a professional qualification, minimum NVQ level 3 in related field (e.g. Social Care, Health, Education, Police, Probation, Youth Work) <b>or</b></p> <p>Minimum 3 years full time (or part time equivalent) experience of working with complex needs, or of working in the criminal justice system in the last 5 years.</p>	<p>Recognised qualification in ICT e.g. ECDL</p> <p>Mentoring training</p>	Application and Interview
<b>Experience</b>	<p>Experience of direct work with individuals who misuse drugs and/ or alcohol.</p> <p>Experience of effective partnership working, relationship management, pathway and protocol development.</p> <p>Experience of recording information on management information / case recording systems.</p> <p>Relevant experience of supporting others to develop through mentoring, coaching and/or supervision.</p> <p>Experience of effective report writing</p>	Experience of using multiple case recording systems	
<b>Skills &amp; Knowledge</b>	<p>A thorough understanding of the risks and needs that young people and vulnerable adults experience that are associated with adverse outcomes.</p> <p>Knowledge and awareness of the issues face by our client group, in particular barriers faced by people with lived experience.</p> <p>Practical application of diversity awareness and unconscious bias</p>	<p>Ability to deliver a restorative approach to interventions.</p> <p>Knowledge of the workings of Judiciary Court.</p>	

	<p>Knowledge of the legislative framework, which underpins work in the Criminal Justice system.</p> <p>A thorough understanding of drug and alcohol issues.</p> <p>Ability to provide harm reduction advice to those misusing drugs and/ or alcohol.</p> <p>Knowledge and understanding of the current health and social policy relevant to those in the Criminal Justice system.</p> <p>Knowledge of the services available to people and their families/carers.</p> <p>Knowledge and understanding of the Council's and partner organisations Information Sharing and Confidentiality policies and guidance.</p> <p>Knowledge of the safeguarding principles policies, operational practice and legislative frameworks that underpin arrangements to ensure the welfare of and protect children and vulnerable adults.</p> <p>Knowledge of basic health and safety regulations to ensure own actions reduce the risks to health and safety of self and others.</p> <p>Clear written, verbal and digital communication skills with people at all levels.</p> <p>Ability to undertake comprehensive assessment of risk and need drawing on a range of information sources.</p> <p>Ability to engage with clients in a trauma informed approach.</p>		
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	<p>Ability to plan and deliver effective interventions to address risk, needs and vulnerability and to modify plans where applicable to address specific health and social care requirements.</p> <p>Thorough knowledge and understanding of DRR and ATR community sentencing orders.</p> <p>An ability to work on own initiative and handle competing demands by effective self-management, self-motivation and prioritisation.</p> <p>An ability to form effective and positive working relationships with other professionals.</p> <p>Ability to act within the limits of own competence and authority.</p> <p>Evidence of maintaining and developing skills and knowledge base in professional field through training or other opportunities.</p>		
<b>Other</b>	<p>Ability to work effectively as part of a multi-disciplinary team and across organisational boundaries.</p> <p>Ability to reflect on own working practice and to develop skills through reflection, supervision and learning.</p> <p>A good standard of computer and IT literacy.</p> <p>Full driving licence and access to a car. Requirement to travel around the district and to transport service users (adjustments may be possible where the applicant cannot drive as a result of a disability).</p>		