

Care After Prison: Community Support Worker (Part Time) **(<https://www.activelink.ie/node/113794>)**



Job Title: Community Support Worker Part-Time

Reports to: Executive Director
Direct Reports: None

About Care After Prison

Care After Prison (CAP) is a national peer led criminal justice charity supporting people affected by imprisonment, current and former offenders and their families.

Our team works hard to provide a range of support services to people who have been in prison. We believe we can create safer communities and lower reoffending rates by preparing our clients with the skills they need to positively re-enter society.

Job Purpose

The purpose of the role is to engage with and support participants on the Community Support Scheme and to support and facilitate the removal of barriers to re-integration into society of individuals who have been affected by imprisonment. The successful candidate may also have exposure to other areas of CAP's client facing work.

Main Responsibilities

Client Assessment and Support

- Manage the delivery of the Community Support Scheme to an annual average caseload of 120 persons referred by the IPS.
- Ensure there is a system in place whereby CSS referrals are responded to within 48 hrs and initial assessments are completed and pre-release plans put in place.
- Conduct comprehensive assessments of clients' barriers to reintegration, carried out by staff both within prison settings and in the community, considering all aspects of the clients' lives.
- Collaborate with clients to identify strengths and build on them to reduce recidivism.
- Carry out risk assessments with clients to develop the safest and most effective plans.
- Work with clients to create holistic, in-depth, work-focused action plans with clearly defined activities to be completed within agreed timescales.
- Build strong, trusting relationships with clients to encourage engagement and commitment to their action plans.
- Expand the referral pathways and outcomes for CSS clients to other services.
- Monitor, review, and evaluate clients' progress in implementing their action plans, using tools such as the Outcome Star.
- Be the main point of contact between the IPS and CAP for all matters relating to referrals, assessment, and the delivery of the Community Support Scheme.
- Attend regular meetings with the IPS to discuss and progress referrals and assessments.
- Liaise with the CSS team at CAP to discuss client issues and ensure coordinated support for action plans.
- Liaise with external agencies and stakeholders, as appropriate to the role, to establish effective pathways to services and supports, coordinating with the CEO in specific situations.
- Provide support to clients' families, recognising their role in successful reintegration and offering guidance as needed.
- Manage referrals through the Community Voluntary Programme, conducting both in-reach (prison-based) and outreach (community-based) activities.

- Engage in school outreach initiatives to raise awareness and provide early intervention support.
- Manage the Information Line according to the roster.
- Participate in Drop-In sessions or similar activities as appropriate.
- Regularly review and draw learning from feedback from clients who have engaged with CSS.
- Work with the Executive Director to evaluate and improve the delivery and outcomes of the CSS

Record Keeping

- Ensure all service user records are accurately maintained and updated in a timely manner using Salesforce.
- Strictly adhere to data sharing protocols, ensuring compliance with all relevant policies and regulations.
- Provide timely and accurate progress reports; proactively identify issues and contribute to developing effective solutions.
- Maintain confidentiality of all information relating to staff and service users, in line with the organization's policies.
- Utilize Outcome Star (database) to map and track the client's journey on a quarterly basis.
- Contribute to weekly updates, ensuring information is current and reflective of service user progress and team activities.
- Keep clear, factual written records and provide reports and information to the Executive Director and the wider team, with a focus on liaising closely with the Executive Director.

Professional Responsibilities

- Take a proactive approach towards your own training and development, identifying areas for growth and seeking out opportunities to enhance your skills.
- Actively contribute to supervision sessions, reflecting on your work and incorporating feedback for continuous improvement.
- Represent the organization professionally, upholding its ethos, values, and culture in all interactions both internally and externally.
- Promote a friendly, non-judgmental, and anti-discriminatory attitude in every aspect of your work.
- Foster a culture where new beginnings are valued and seen as realistic and achievable, even when significant change is required.
- Assist in other aspects of the organization's work as needed and carry out any other reasonable duties assigned, consistent with the nature and level of responsibility of the role.
- Collaborate with the CAP management team to ensure that students on placement receive optimal support and supervision to successfully complete their placements.
- Work with the CAP management team to ensure volunteers have individualized plans, support, and supervision to both fulfil and benefit from their volunteer roles.

Note: This job description is a guide to the general range of duties and responsibilities attached to this post. It is neither definitive nor restrictive and will be subject to periodic review and revision at the discretion of Care After Prison.

Job Summary

- A relevant third level qualification, while not essential, is desirable
- A thorough understanding of the Target Groups needs and issues.
- A good understanding of the Irish Prison Service and Reintegration process.
- Must meet the security and health and safety requirements for working within a prison environment.
- Excellent interpersonal skills and an excellent communicator with empathy for client needs.
- Community and prison-based role.
- The pro-rata starting salary point is € 36,071.
- Full driving licence or access to transport for business is desirable but not essential.
- Part-time role, 21 hours per week,
- Proficient in the use of MS Office application.
- Proficient in the use of Salesforce CRM System desirable but not essential.
- Fluent written and spoken English.
- The appointment will be made subject to two satisfactory references, a pre-employment medical and prison access / full national security clearance and garda vetting.
- One years' experience of working with the Target Group.
- Teamwork experience.
- Applications are welcome from candidates with lived criminal justice experience but who do not possess formal qualifications
- Applicants should refer to the detailed job description, including the necessary competencies required in the attachment below.

The ideal candidate will have a good general knowledge of:

- Care After Prison
- The Irish Criminal Justice system.
- Community based Addiction Services.
- Homeless Services.
- Primary Needs.
- Department of Social Protection schemes.
- Community and Voluntary Groups.
- The Irish employment market and training & education opportunities.
- Semi-state and other agencies, including services providing support and/or training and educational services for marginalised groups.

Benefits offered:

- Pension contributions
- Paid sick leave.
- Employee Assistance Programme.
- Support and Supervision
- CPD opportunities.

How to apply:

To apply for this role please send your CV and cover note via email to recruitment@careafterprison.ie (<mailto:recruitment@careafterprison.ie>) before or on the closing date: **Monday, 10th March 2025 at 9am**. Interviews will be conducted in person shortly after the closing date and applications may be subject to pre-screening.

Region

Dublin

Date Entered/Updated

13th Feb, 2025

Expiry Date

10th Mar, 2025

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