**JOB TITLE: THROUGHCARE SUPPORT WORKER**

**BRIEF DESCRIPTION:** The ***Throughcare Support Worker*** will lead the ***Throughcare Initiative*** which supports healing, hope and positive change for persons in custody in Limerick Prison and on release. The Support Worker will report directly to the Project Leader, Bedford Row Family Project.

1. **ROLE:**

The Throughcare Support Worker’s role will be framed by the following:

* 1. Assessing the needs of people *1):* in custody in Limerick Prison; and *2):* on release in Bedford Row.
  2. Devising, delivering, coordinating and facilitating programmes and responses to meet the needs presented.
  3. Representing and promoting the needs of parents in custody in line with best interests of children.
  4. Be a voice for the experience of those within the criminal justice system, and those affected by it.

1. **CORE RESPONSIBILITIES:**
   1. Establishing trusting and caring relationships with those in custody and on release.
   2. Working in partnership with Management and Staff within Limerick Prison and with other Agencies, (e.g. IASIO, Merchant’s Quay, PALLS) within the STAR programme, to optimise service users’ access to relevant services and supports.
   3. Working as part of the Staff team and contributing to the ongoing development of Bedford Row.
2. **DIRECT WORK WITH MEMBERS OF FOCUS GROUP:**
   1. Working in an empowering way, to heal emotional pain, instill hope as worthwhile individuals and support the process of change in their lives.
   2. If parents; enhance parenting skills, enabling them to nurture their child/children by attending to their own emotional regulation.
   3. Coordinate the development and implementation of support plans which address the specific needs of individual service users and reviewing them regularly.
   4. Engage focus group using outreach type methods, e.g. home visits, community locations, etc.
   5. Work in a manner whereby those in prison and their families’ needs determine the direction and focus of the work.
3. **ADVOCACY AND INTERAGENCY WORK:**
   1. Facilitating access to services and supports from relevant agencies (as mentioned in ***2.2*** above) and advocating where appropriate.
   2. Supporting family members, building connections and supports for people in prison and on the outside.
   3. Networking with community, voluntary and statutory agencies (education, employment, leisure etc.) to create awareness of the Bedford Row Project and to facilitate access to same.
   4. Contributing to the ongoing evaluation and development of relevant services, policies and practices in accordance with best practice and changing needs.
4. **DEVELOPMENT OF STAFF TEAM AND OF BEDFORD ROW:**
   1. Working with other Staff to consistently optimise supports for the focus group.
   2. Coordinating the work of relevant Staff as required and providing appropriate support.
   3. Attending professional supervision, participating in Staff meetings and other Staff development activities in accordance with the policies of the Bedford Row Project.
   4. Pursuing on-going training to enhance the response to people in custody and on release.
5. **ADMINISTRATIVE AND OTHER RESPONSIBILITES:**
   1. Maintaining files, records and other statistical information in accordance with agreed procedures, adhering to the STAR protocols.
   2. Providing written reports and other documentation on the service as required.
6. **GENERAL INFORMATION FOR EMPLOYEES:**
   1. **Health and Safety:** All employees are expected to familiarise themselves with Bedford Row’s Health and Safety Policy in the Company Handbook and adhere to the procedures detailed in that policy.
   2. **Confidentiality:** Each Staff member is expected to observe the highest ethical standards, to treat all participants equally and fairly, to respect their right to confidentiality and privacy and, to maintain confidentiality on all matters related to the Project.
   3. **Annual Leave:** The annual leave entitlement for this post will be 26 days.
   4. **Salary:** The salary for the post is the range of --------------, related to qualifications and experience.
   5. **Expenses:** Costs of travel and other necessary expenses incurred in the course of work will be reimbursed.
   6. **Probation:** There is a probationary period of six months from the date of appointment.
   7. **Duration:** The post is full time based on a 37.5 hour working week and will include some occasional evening and weekend work. Statutory breaks will be given. It will be a year-by-year contract and, like all posts in Bedford Row, is dependent on available funding.
7. **PERSON SPECIFICATION:**
   1. **Qualifications:** Recognised 3rd level qualification in Social Work, Education, Counselling/Psychotherapy, Applied Social Care or equivalent.
   2. **Knowledge:** *1):* Imprisonment and specifically its impact on those imprisoned; *2):* A wide variety of parenting approaches, both one-to-one and group, and in particular evidence-based programmes that support the needs of the focus group; *3):* Current national child protection protocols, procedures and responsibilities; *4):* Support services aimed at prisoners and their families.
   3. **Experience:** *1):* At least 3 years in relevant setting; in particular with vulnerable individuals and families in community of families affected by imprisonment; *2):* Needs assessment, support and advocacy; *3):* Working effectively with statutory, community and voluntary sector; *4):* Working in a cross-cultural context.
   4. **Core Competencies:** *1):* Good written and oral communication skills, as well as general word processing and IT skills; *2):* Solution-focused methods including strengths based/empowerment model; *3):* Systemic work with families; *4):* Interpersonal, conflict resolution and teamwork skills; *5):* Group-work process skills; *6):* Strategic planning and organisational skills; *7):* Design and delivery of group-work programmes.
   5. **Other Necessary Requirements:** *1):* Willingness to work in a spirit of generosity; *2):* Ability to interpret and apply policies and procedures; *3):* Commitment to work in an inclusive and holistic manner that values autonomy; *4):* Ability to work well under pressure; *5):* Willingness to be tenacious, take the initiative and be creative; *6):* Appreciation of importance of confidentiality; *7):* Be people oriented; *8):* Have willingness to learn; *9):* Commitment to equality and compassion; *10):* Be committed to ethos/policies of Bedford Row *11):* Have some flexibility in respect of unsocial hours and *12):* Be willing to undergo Garda Vetting.

***NOTE:*** These general requirements and the job description in general, are intended as a summary of the primary responsibilities of and qualifications for this position. They may not be inclusive of all duties an individual in this position might be asked to perform that may be required either now or in the future.

Bedford Row Family Project reserves the right, within reason, to alter the job description and/or accompanying data in line with the changing needs of the Project.