

**Prison worker Person Specification**

**EXPERIENCE OF:**

* **Inter-agency/ partnership/ collaborative working**
* **Delivering support to vulnerable people such as people with drug/alcohol dependency; mental health related needs; offenders/ex-offenders; young vulnerable people; rough sleepers**
* **Networking with housing providers including private landlords; statutory agencies ; RSLs and voluntary organisations**
* **Conducting client assessments and developing support plans**
* **Working in a supported housing setting and/or prison setting**

**SKILLS and KNOWLEDGE NEEDED:**

* **NVQ level 3 or similar in housing/ health and social care/ substance misuse**
* **A thorough understanding and up to date knowledge of the welfare benefits system**
* **A commitment to anti-discriminatory practice with an understanding of equal opportunities, social inclusion and diversity**
* **Effective verbal and written skills**
* **Good partnership and networking skills and a clear understanding of multi-disciplinary working**
* **Ability to work on own initiative and manage own caseload**
* **Ability to be self- servicing re administration and the use of IT**
* **Ability to form and sustain trusting relationships with clients**
* **An understanding of ‘duty of care’ in relation to safeguarding vulnerable adults and child protection**
* **Understanding the connection between stable housing and meaningful struture**

**PERSONAL CHARACTERISTICS**

* **Tactful, diplomatic and assertive. Able to maintain professional boundaries with clients**
* **Self motivated and able to work under pressure**
* **A clear understanding of team working**
* **Good at organisation and time management**
* **Able to use own initiative**
* **Conscientious and committed to the goal of excellence**
* **An understanding of confidentiality and willingness to resect operational guidelines on confidentiality**
* **Flexible approach to tasks**
* **Driving licence and access to a car (not essential)**
* **Willingness to work in collaboaration and close partnership with other organisations**