



# HM Prison & Probation Service

## Job Description (JD)

### Band 4

### Group Profile – Case Worker (CW)

## Job Description – CW : Offender Supervisor

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<b>JD Evidence</b>	

## Job Description

<b>Job Title</b>	CW : Offender Supervisor
<b>Group Profile</b>	Case Worker
<b>Organisation Level</b>	Delivery
<b>Band</b>	4

<b>Overview of the job</b>	This is a non- operational job in an establishment.
<b>Summary</b>	<p>The job holder will contribute to and lead the assessment of prisoners and prepare, implement, review and evaluate their sentence plans with them. The job holder will build effective, appropriate and supportive relationships with prisoners, with the aim of reducing re-offending</p> <p>The job holder will have undergone selection and additional training to carry out this specialist delivery job as an offender Supervisor to prisoners.</p> <p>This is a non-operational job without line management responsibilities. This role is rotational.</p>
<b>Responsibilities, Activities and Duties</b>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• Interview prisoners on arrival within prescribed timescales, set and review targets with prisoners and update case management notes on the prison database</li> <li>• Use the Offender Assessment System (OASys) to identify risks and manage offenders appropriately</li> <li>• Lead the sentence planning meeting in order to prepare appropriate plans</li> <li>• Co-ordinate information for Parole Board reports and hearings</li> <li>• Liaise with prisoners and other departments and agencies to action the sentence plan, gather and exchange information and understand/investigate conflicting opinions on prisoner progress</li> <li>• Encourage and support prisoner to participate in education, interventions and workshops as defined within the sentence plan. Develops strategies to assist prisoners to overcome reluctance to attend</li> <li>• Liaise with probation service and case workers regarding Release on Temporary Licence (ROTL), Home Detention Curfew (HDC) and transfers to other prisons. Make recommendations to Governor on suitability for early release. Inform relevant agencies of release dates and address of prisoners considered a risk on release</li> <li>• Engage with Indeterminate Sentence Prisoners (ISP) within the specific timescales as required and complete relevant paperwork</li> </ul>

	<ul style="list-style-type: none"> <li>• Highlight any prisoner who gives significant concerns by their behaviour to the Offender Management Unit manager or Orderly Officer. Concerns may be for a variety of issues for example any prisoner who has presented in the past risk of suicide or self harm, or if there are any outstanding concerns with regards to victims or further offences and racial harassment</li> <li>• Obtain further information if required from outside agencies to complete a comprehensive OASys report</li> <li>• Send relevant pre-course information to all those attending review</li> <li>• Arrange dates, venues and special needs arrangements for the Post Programme Progress Reviews</li> <li>• Chair post programme review in accordance with guidelines</li> <li>• Produce and distribute post programme review minutes, ensuring these minutes reflect compliance with audit baselines</li> <li>• Contribute to and attend Multi-Agency Public Protection Arrangements (MAPPA) Boards and work with all relevant external agencies to protect the public when releasing prisoners under MAPPA</li> <li>• Liaise with the Foreign National department or UK Border Agency regarding foreign national prisoners as appropriate</li> <li>• Complete lifer and ISP paperwork as directed by manager in compliance with standards and set timescales</li> <li>• If working in a YOI or Juvenile estates facilitate multi agency planning meetings which are inclusive of Young people and their parents/carers to assess needs and risks posed by the Young person to him/herself or others during custody and upon release into the community</li> <li>• Act as the establishment Resettlement Manager by forging, developing and maintaining the links between the programmes, the progress or otherwise made by the participants, and the prisoner's ongoing path through the Offender Management (OM) model</li> </ul> <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation scheme and shall be discussed in the first instance with the Job Holder</p> <p>An ability to fulfil all spoken aspects of the role with the confidence through the medium of English or (where specified in Wales) Welsh.</p>
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<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Communicating and Influencing</li> <li>• Working Together</li> <li>• Managing a Quality Service</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.

<b>Essential Experience</b>	
<b>Technical Requirements</b>	Job holders will complete specific training in OAsys for assessors and Offender Supervisor Foundation once they take up post.
<b>Ability</b>	

<b>Minimum Eligibility</b>	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post.</li> <li>• All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li> </ul>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	37 hour working week
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## Success Profile

Behaviours	Strengths  It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
Leadership				Job holders will complete specific training in OAsys for assessors and Offender Supervisor Foundation once they take up post.
Communicating and Influencing				
Working Together				
Managing a Quality Service				