

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Department: Community Services	Name: Violence Reduction Officer	Post No
Division: Crime Reduction Service	Designation:	Grade: PO1
Group:	Reports to: Violence Reduction Manager	Post No:
Section:	Designation:	Grade: PO4
Sub-section:		

MAIN PURPOSE OF THE JOB

The Violence Reduction Team will bring together a team from the local authority and the police to provide a multi agency approach to breaking the cycle of involvement in group related violence; both as victims and as perpetrators. The initiative will coordinate existing services and outreach support already available, making them easier to access, whilst providing a 121 support for the individuals.

The team will have a tool kit of interventions available to assist it, some of which have been evaluated in other programmes such as Prolific and other Priority Offender and Youth Offending Teams and others which are suggested as effective practise but not yet been subject of an evaluation. The programme will set an environment where each team will be encouraged to develop unique practises which in some cases may test the boundaries of multi- agency work through creative thinking.

The post holder will carry out the outreach, resettlement and aftercare aspects of the work including assessments of resettlement needs, conducting custody resettlement preparation sessions and reviews, motivating and encouraging people to attend sessions voluntarily and completing specifically tailored action plans, documenting attendance rates and gaps in services. The work will particularly focus on risk management, public protection, vulnerability of the individual and facilitating improved access to existing services.

This postholder will be the direct contact with clients and will need strong skills in working with complex and potentially dangerous and vulnerable people

The delivery of this project should be within flexible hours, as it is anticipated that some evening and weekend work will be required.

SUMMARY OF RESPONSIBILITY

1. To support the development and the delivery of the Initiative – providing an effective and efficient support service to victims and perpetrators.
2. To take responsibility for a caseload of clients including undertaking initial engagement, assessment of risk, needs and providing support in accessing appropriate services
3. To undertake the development of individual re-integration and resettlement plans to meet the needs of offenders. Ensure that needs identified are monitored through the individual action plans and reviewed at regular intervals.
4. To provide information, support and guidance to victims and perpetrators and their families to assist them in avoiding re-offending.
5. To identify a network of agencies and services that will support offenders in the community, with emphasis on addressing the individual needs for education, training,

employment, accommodation and health support.

6. to facilitate multi agency meetings to manage risk, and identify lead professionals for each service user where appropriate
7. To provide advocacy and support that will facilitate the personal and social development of service users of the project.
8. to deliver services in partnership with primarily police, probation and Youth Offending Services.
9. To ensure that up to date records of the progress of individual clients are maintained. To prepare reports as required.
10. To work flexibly with partnerships and external services to meet the needs of a diverse client base.
11. To ensure that all work is consistent with the borough's crime reduction strategies and all other relevant strategies.
12. To keep abreast of existing and new developments such as Government legislation, financial practices and roles of other agencies. Utilise information technology as appropriate.
13. To carry out the responsibilities of the post in accordance with the Council's Equal Opportunities Policy and Anti-Discriminatory Practice guidelines. Considerations will be given to restructuring the duties of the post for a Disabled post holder.
14. To undertake own word processing functions. Utilise information technology as appropriate. Be responsible for data inputting and databases which will hold sensitive and confidential information.
15. this post will be responsible for small amounts of money for purposes of assistance for the client group. These will fall with the Councils financial regulations.
16. To carry out other duties as directed within the scope of the post.

		Signature of Post Holder:
Total current establishment in the department, division, group or section etc supervised by job holder (excluding job holder):		Signature of Immediate superior officer: Signature by or on behalf of Chief Officer

PERSON SPECIFICATION

JOB TITLE: Violence Reduction Officer **POST NO:**

DEPARTMENT: Crime Reduction Service **GRADE:** PO1

The Person Specification is a picture of skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked "S" will be used especially for the purposes of shortlisting. Only those applicants who meet these requirements will be shortlisted. You should, therefore, address them fully in your application form.

Knowledge	<p>Knowledge of criminal justice legislation particularly the Crime and Disorder Act. Also related fields including Education Training and Employment, housing etc linked to criminogenic need</p> <p>Knowledge of equal opportunities and anti-discriminatory practice and their importance in working with perpetrators and victims in a risk based environment .</p> <p>Knowledge of good practice in the support and resettlement of perpetrators and support for victims</p>	S S S
Ability	<p>Ability to network widely and form effective working relationships</p> <p>Ability to work effectively as part of a team</p> <p>Ability to engage effectively with victims, perpetrators and their families</p> <p>Ability to assess the needs of victims and perpetrators and provide and promote effective interventions</p> <p>Ability to gather and analyse statistics and to review and evaluate services being provided</p>	
Skills	<p>Strong skills in case management.</p> <p>Excellent communication skills.</p> <p>Strong risk assessment and risk management skills. TO BE TESTED</p>	S T
Experience	<p>Experience of delivering interventions to address the resettlement needs of perpetrators, victims or other vulnerable adults</p> <p>Strong and detailed experience in risk assessment and risk management skills.</p> <p>Experience of liaising with a range of statutory and non-statutory agencies</p> <p>Excellent experience of working in a multi-cultural setting.</p> <p>Experience of implementing, monitoring and reviewing programmes.</p>	S S S S S

	Experience of providing support and advocacy	S
Personal Qualities	<p>Sensitive to the needs of victims, perpetrators and their families</p> <p>Creativity and innovation</p> <p>Self motivated and able to work on own initiative</p> <p>Overcoming barriers</p>	
Circumstances	<p>Commitment and motivation to work such hours as may be necessary to achieve the purpose of the post.</p> <p>Must have current enhanced CRB clearance</p> <p>Must satisfy Metropolitan Police clearance for working in police buildings</p>	
Physical	Must meet the London Borough of Lewisham's requirements	
Equal Opportunities	Commitment to implement the Council's Equal Opportunities Policies and awareness of equality issues.	S