

# LINCOLNSHIRE ACTION TRUST

**Post:** Children & Families Practitioner  
**Team:** Children and Families  
**Responsible To:** Designated Senior Practitioner

## **JOB PURPOSE**

- To provide assessment, support and co-ordination for each child accessing the project;
- To contribute to effective working relationships with relevant agencies in prison and in the community;
- To provide information and support to families to reduce stress, anxiety and risk and promote positive health;
- To ensure child and adult safeguarding is proactively followed in line with the agreed procedures;
- To ensure project targets are met;

## **KEY TASKS**

- To act as the first point of contact for family and friends visiting the prison, responding sensitively to requests made by service users and assisting them to follow the correct prison procedures;
- To offer an induction to each family attending LAT's visitors provision;
- To assist with providing independent advice / guidance to children / family members accessing provision, formulating an action plan to agreed standards
- To determine the range of support required, co-ordinate access to interventions and regularly review progress;
- To facilitate access to play interventions and activities for children of different ages;
- To develop strong working relationships with other prison and community based agencies and organisations, including criminal justice agencies;
- To ensure all work undertaken is within a risk management framework;
- To liaise with relevant professionals within the prison and the community, to support each individual child;
- To deliver relevant child support related interventions directly to prisoners and their family's, utilising other agencies where appropriate, including delivery of courses;
- To challenge inappropriate attitudes and behaviour;
- To support the prison to ensure the visits area is a welcoming experience for children;
- To comply with relevant policies and procedures in relation to the host Establishment, the Prison Service, and Lincolnshire Action Trust;
- To achieve agreed targets and obtain specified evidence in accordance with contract requirements, including measuring 'distance travelled' and satisfaction levels;
- To audit computerised records against paper files, to ensure all information is captured;
- To ensure Matrix quality standards are adhered to;
- To prepare agreed performance figures and reports within agreed timescales;
- To promote the provision to prisoners, families and friends, prison staff and others, contributing to effective awareness raising about family provision;
- To undertake any other duties within the overall scope of the job as directed by the Senior Practitioner, Director of Operations or Chief Executive.

## **PERSON SPECIFICATION**

### **ESSENTIAL REQUIREMENTS**

#### **Experience**

- Experience / good understanding of providing and co-ordinating support to children from disadvantaged groups;
- A working knowledge of 'Every Child Matters'
- Working knowledge of safeguarding approaches including 'early help'

#### **Proven Skills / Attributes**

- Ability to engage with children of different ages;
- Excellent communication skills, both oral and written;
- Ability to work as part of a team and a commitment to collaborative working;
- Empathetic approach;
- Good awareness of appropriate boundaries;
- Good IT skills;
- Methodical approach to working;
- Excellent co-ordination and negotiation skills;
- Proven networking skills;
- Ability to recognise the constraints of working within a prison regime and providing services to prisoners and their families;
- The ability to plan, meet objectives and deadlines and make informed decisions and problem solve within a changing environment;
- Willingness to undertake ongoing staff development;
- Personal and active commitment to equal opportunities

### **DESIRABLE REQUIREMENTS**

- Experience of working with clients with multiple needs
- An awareness of the resettlement needs of prisoners and their families
- Ability to work in a motivational way
- Knowledge of the criminal justice system and relevant legislation