



# HM Prison & Probation Service

## NPS Job Description (JD)

### NPS Band 2

#### Directorate: National Probation Service

#### Job Description: Approved Premises Residential Worker

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<b>JD Evidence</b>	

# NPS Job Description

<b>Job Title</b>	Approved Premises Residential Worker
<b>Directorate</b>	National Probation Service
<b>Band</b>	2

<b>Overview of the job</b>	The job holder will work as part of a team providing 24 hour cover at an Approved Premises (AP) including security and monitoring services. They will provide assistance and support to offenders in Approved Premises to reduce their risk of reoffending, recall or breach of the condition of their licence or Court Order. To ensure that offenders resident at an AP and the fabric of it are kept safe and secure throughout their shift
<b>Summary</b>	<p>The job holder will assist in the supervision of residents, maintaining discipline and the adherence to AP rules, licence conditions and court orders. In addition, will contribute to the management of residents' risk. This post will involve substantial out of hours work, both waking night duty and weekend work. The post holder may be required to cover duties at other Approved Premises at times of staff absence</p> <p>In line with NPS policies and procedures, the job holder must at all times demonstrate a commitment to equality and inclusion and an understanding of their relevance to the work they do.</p> <p>The post holder must adhere to all policies in respect of the sensitive/confidential nature of the information handled whilst working in this position.</p>
<b>Responsibilities, Activities &amp; 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>• Contribute to effective team practice, communicate effectively with team members and pass on key information</li> <li>• Undertake regular inspections of the building, including cellars and grounds throughout the period of duty, recording any occurrences/damage or defects, and monitor CCTV equipment</li> <li>• Maintain an active presence in the AP at all times. Regularly engage with residents in a pro-social manner. Contribute towards the protection of residents, e.g. monitor in line with risk assessments.</li> <li>• Monitor behaviour of high risk residents and motivate residents to ensure compliance. Respond appropriately to abusive or aggressive behaviour</li> <li>• Ensure that the AP is locked and secure during curfew period. Confirm the presence and wellbeing of all residents overnight</li> <li>• Facilitate the function of the AP as a first/emergency point of contact out of hours</li> <li>• Escalate to the standby Manager any matters of concern to ensure the enforcement and /or compliance with court orders, licences , AP rules</li> <li>• Support and create a safe working environment for staff, residents and visitors by adhering to Health and Safety legislation, ensuring Safe Systems of Work (SSOW) and Risk Assessments are followed reporting incidents to Manager. Undertake Health and Safety, fire alarm, curfews and room curfew checks in line with procedures.</li> <li>• Undertake room searches, pack up residents possessions as directed</li> <li>• Support the arrangement and delivery of purposeful activities for residents within the premises</li> <li>• Supervise residents' meals</li> <li>• Undertake effective induction of residents</li> <li>• Follow prescribed medication procedures including the issuing of medication to residents and both weekly and nightly audit of medication sheets</li> <li>• Undertake alcohol and drugs tests as requested by the Manager</li> </ul>

	<ul style="list-style-type: none"> <li>• Undertake First Aid if a resident is injured or self-harms.</li> <li>• Maintain hostel records and files as required, including data entry as necessary and contribute to the completion of incident reports</li> <li>• Carry out safeguarding children duties in accordance with the NPS statutory responsibilities and agency policies</li> <li>• Deal with visitors and telephone calls, and monitor the work of visiting contractors in accordance with health and safety.</li> <li>• Demonstrate pro-social modelling skills by consistently reinforcing pro-social behaviour and attitudes and challenging anti-social behaviour and attitudes</li> <li>• To work within the aims and values of NPS and HMPPS</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 alternations 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 confidence through the medium of English or (where specified in Wales) Welsh.</p>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Working Together</li> <li>• Communicating and Influencing</li> <li>• Making Effective Decisions</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with a diverse range of people who have experienced a range of social/personal difficulties.</li> </ul>
<b>Technical requirements</b>	<p>Minimum 5 GCSEs at Grade C or above, including English and Maths or equivalent qualification</p> <p>IT Skills: Microsoft: Word, Excel, Outlook, and PowerPoint</p> <p>High level numeracy and literacy skills required to read, understand and interpret policies</p>
<b>Ability</b>	

<b>Minimum Eligibility</b>	<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>
<b>Hours of Work (Unsocial Hours) Allowances</b>	<p>37</p> <p>Additional payments are made for working unsocial hours.</p>

## Success Profile

Behaviours	Strengths  It is advised strengths are chosen locally, recommended 4-8.	Ability	Experience	Technical
Working Together			Experience of working with a diverse range of people who have experienced a range of social/personal difficulties.	Minimum 5 GCSEs at Grade C or above, including English and Maths or equivalent qualification
Communicating and Influencing				IT Skills: Microsoft: Word, Excel, Outlook, and PowerPoint
Making Effective Decisions				High level numeracy and literacy skills required to read, understand and interpret policies