



# HM Prison & Probation Service

## PS Job Description (JD)

### PS Band 3

#### Directorate: Probation Service

## Job Description: Approved Premises Residential Worker

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# PS Job Description

<b>Job Title</b>	Approved Premises Residential Worker
<b>Directorate</b>	Probation Service
<b>Band</b>	Band 3

<b>Overview of the job</b>	<p>The job holder will work as part of a team providing 24 hour cover at an Approved Premises (AP) including security and monitoring services. The job holder will undertake a full range of work with the people on probation whilst resident at the Approved Premises. This will include; providing support in contributing to the risk management and sentence plan objectives and reporting any significant changes relating to risk and/or re-offending to any non-compliance within agreed enforcement procedures to ensure that people on probation resident at an AP and the fabric of it are kept safe and secure throughout their shift.</p>
<b>Summary</b>	<p>The job holder will assist in the well-being and supervision of residents, maintaining discipline, adherence to Approved Premises rules, licence conditions, sentence plan objectives specific to residency in the Approved Premises 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 PS 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 and collaborate effectively with colleagues to ensure consistency of work practices and positive working environment.</li> <li>• Effectively communicate key risk issues to colleagues at handover and throughout the shift. It will also, at times, require communicating with Offender Managers, Stand-by Manager and partner agencies e.g. Police, Health professionals and drug/alcohol services.</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 the residents through observation to ensure adherence to their risk management plans and general wellbeing.</li> <li>• Actively engage with and monitor behaviour of high risk residents and motivate residents to ensure compliance. Challenge and manage appropriately abusive or aggressive behaviour.</li> <li>• Contribute to the risk management plans of residents by observing and reporting any significant changes relating to risk and/or re-offending to any non-compliance within agreed enforcement procedures.</li> <li>• Contribute to the sentence plan objectives of the residents through active engagement in purposeful activities as agreed by the AP Manager and Offender Manager.</li> <li>• Ensure that the AP is locked and secure during curfew period. Confirm the presence and wellbeing of all residents overnight.</li> </ul>

	<ul style="list-style-type: none"> <li>• Facilitate the function of the AP as a first/emergency point of contact out of hours.</li> <li>• Through observation and/or engagement with residents, provide accurate information, analysis of situation and risk assessment to the Offender Manager and/or escalate to Out of Hours Manager, which may lead to enforcement and/or compliance with court orders, licences, AP rules.</li> <li>• Support, create and maintain 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.</li> <li>• Undertake Health and Safety, fire alarm, curfews and room curfew checks in line with procedures.</li> <li>• Undertake pre-arranged or initiate room searches based on concerns around risk.</li> <li>• Pack up residents' possessions as directed.</li> <li>• Set up and/or deliver purposeful activities linked to residents' sentence plan objectives as agreed by the Offender Manager and AP Manager.</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>• To carry out drug and alcohol tests in line with risk management plan which may include times when job holder believes that the resident maybe under the influence and therefore increase in risk.</li> <li>• Undertake First Aid if a resident is injured or self-harms.</li> <li>• Maintain Approved Premises 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 PS 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 PS 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 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 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> <li>• Developing Self and Others</li> <li>• Delivering at Pace</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Ability</b>	
<b>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</b>	<ul style="list-style-type: none"> <li>• Minimum 5 GCSEs at Grade C or above (including English and Maths), or equivalent qualification, or relevant work experience with the ability to evidence high level numeracy and literacy skills required to read, understand and interpret policies and the ability to write reports and correspondence for internal and external stakeholders.</li> <li>• IT Skills: Microsoft: Word, Excel, Outlook, and PowerPoint.</li> </ul>
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<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>	<p>37 Additional payments are made for working unsocial hours.</p>
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## Success Profile

<b>Behaviours</b>	<b>Strengths</b> <small>It is advised strengths are chosen locally, recommended 4-8</small>	<b>Ability</b>	<b>Experience</b>	<b>Technical</b>
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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, or relevant work experience with the ability to evidence high level numeracy and literacy skills required to read, understand and interpret policies and the ability to write reports and correspondence for internal and external stakeholders.
Communicating and Influencing				IT Skills: Microsoft: Word, Excel, Outlook, and PowerPoint
Making Effective Decisions				
Developing Self and Others				
Delivering at Pace				