



# National Offender Management Service

## Job Description (JD)

### Band 4

### Group Profile – Facilitator (F)

## Job Description - F : Interventions

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## Job Description

<b>Job Title</b>	F : Interventions
<b>Group Profile</b>	Facilitator
<b>Organisation Level</b>	Delivery
<b>Band</b>	4

<b>Overview of the job</b>	This is a prisoner facing job based in an establishment.
<b>Summary</b>	<p>The job holder will deliver a range of group based interventions which include assessment, group and individual treatment and provides support in the psychology department/interventions function in the delivery of services.</p> <p>This is a non-operational job with no line management responsibilities.</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>• Deliver interventions in a group or individual basis, arranging the session and resources required</li> <li>• Publicises and explains interventions to prisoners, staff and stakeholders</li> <li>• Approaches potential participants, explains the programme, engages and motivates and ensures informed consent</li> <li>• Interviews and contributes towards selecting prisoners against fixed criteria of suitability to attend selected intervention. May administer standardised tests/assessments where appropriate</li> <li>• Prepares for programmes and sessions including understanding the material and considering the best way to deliver it given the range of needs and problems presented by group participants</li> <li>• Attend post programme reviews to feedback on reports / objective and collate post programme materials</li> <li>• Prepare rooms for delivery and make sure that handouts and materials for each session are available and conform to the course standard</li> <li>• Co-facilitate the delivery of interventions and at the end of each session have a de-brief with the co-facilitator</li> <li>• Produce up to date notes on each participant at the end of each session</li> <li>• Provides additional support, review and catch up sessions to participants where necessary and conducts progress reviews for each prisoner during the course</li> <li>• Writes a course report for each prisoner at the end of each programme where appropriate and provides an overall course report summarising the course's impact where appropriate</li> <li>• Set objectives for each prisoner following the conclusion of the programme</li> <li>• Contributes towards sentence planning and offender management processes</li> <li>• Analyse data which is relevant to substance misuse, take remedial action where required and complete all related administration and paperwork including the production of statistics and performance reports</li> <li>• As directed by relevant treatment manager comply with audit requirement</li> <li>• Undertakes required supervision with the relevant treatment manager for the programme to ensure they maintain the quality standards required for this work</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</p>

	be discussed in the first instance with the Job Holder
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<b>Competencies</b>	<p>All of the competencies in the National Offender Management Service (NOMS) Competency and Qualities Framework are relevant to this group profile. For the purpose of selection the following competencies will be measured:</p> <ul style="list-style-type: none"> <li>• 4. Leading and Communicating</li> <li>• 6. Building Capability for All</li> <li>• 11. Achieving a Safe and Secure Environment</li> <li>• 12. Showing Drive and Resilience</li> <li>• 13. Caring</li> <li>• 14. Persuading and Influencing</li> </ul>
<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 NOMS</li> <li>• All staff are required to declare whether they are a member of a group or organisation which the Prison Service consider to be racist</li> </ul>
<b>Essential Skills/Qualifications/Accreditation/Registration</b>	<p>The job holder will need to have excellent skills in dealing with people. They will need to understand the theory underpinning the Interventions that they deliver and be committed to rehabilitation.</p> <p>They will need to successfully complete the required assessment and training courses to deliver particular Interventions and maintain this accreditation within the role.</p> <p>They will need good written and verbal communication skills.</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>Hours of Work and Allowances</b>	37 hour working week.
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