

# Resettlement Case Worker

## Health and Substance misuse

**Location: HMP Bullingdon, Bicester, Oxfordshire, OX25 1PZ**

**Hours: 37.5 hours per week, 52 weeks per year**

**Salary: £20,000 - £24,000 per annum**

**Closing date for applications: 21<sup>st</sup> November 2018**

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Milton Keynes College have an exciting opportunity for a **Resettlement Case Manager** to join our team at **HMP Bullingdon**. This is an excellent opportunity to apply your experience in **health and substance misuse pathways within the Criminal Justice System to support resettlement** and deliver effective action plans. You will receive mandatory training from the prison, Thames Valley CRC and Milton Keynes College to become a case management practitioner.

As a successful **Resettlement Case Worker**, you will work alongside the substance misuse and healthcare teams to support resettlement through the Thames Valley Community Rehabilitation Services for prisoners entering and leaving custody. As the **Case Manager**, you will use motivational goal setting skills to support service user participation and develop new services, in partnership with the existing providers.

The Resettlement team provides, coordinates and allocates through the gate (TTG) sentence plans for prisoners who are entering or preparing for release into the community. We complete the online records associated with their sentence planning and manage a caseload of prisoners, tracking agreed milestones and planning interventions around employment, health, accommodation or education and support resettlement.

### **Milton Keynes College Rewards:**

- **25 days annual leave**, 3 additional days leave for Christmas to New Year closure and UK Bank Holidays
- **Amazing discounts with NUS card or Blue Light Card**, ranging from Eating Out, Shopping and Fashion, Health and Fitness, Music, Technology, Travel and Entertainment
- **Access to an employee wellbeing platform** with options to book free activities such as yoga, relaxation, boot camp, personal training and a health and wellbeing news hub
- Access to **Local Government Pension Scheme** with generous employer contributions
- **Tax free childcare scheme**
- **Access to Continued Professional Development**, including professional qualifications and a variety of training courses
- Save up to 32% off all bikes through our **Cycle To Work Scheme**
- 24 hours per day, 365 days per year **Employee Assistant Support Programme**
- Plus many more...

## About HMP Bullingdon:

Bullingdon Community Prison is situated near the village of Arncoth in Bicester, Oxon. HMP Bullingdon is a complex prison that has a number of functions. It is categorized as a local category B prison which a category C resettlement function. HMP Bullingdon has the capacity to hold 1114 offenders all serving a range of sentences from remand to life, with the average length of stay between 3 and 6 months.

The College works closely with our prison colleagues to deliver short to medium courses that help prepare learners for employment upon release. Courses include: English and Maths Functional Skills (Entry 2 to Level 2), ICT, Cookery, Hospitality, Business, Self-Employment, Painting & Decorating, Horticulture, Paving, Mentoring and Barbering.

In the department we believe the opportunity to gain skills and knowledge will help our learners to end their offending behaviour. We engage the hardest to reach learners and encourage them to take pride in their own education and self-development. As a department, we endeavour to inspire learners to achieve and for some, attain their first significant qualifications.

## As a successful candidate, you will:

- Provide service users with resettlement action planning using the online Basic Custody Screening Tool (BCST) using fast accurate keyboard skills and databases
- Work on the wings, and with other services proactively in custody and in community to meet service user needs across mandated services including Health and substance misuse programmes and enable access to healthcare and service providers in the community
- Deliver and support inductions, pre-release workshops and “Getting it Right” training sessions
- Rigorously track, review and facilitate action plans to meet individual needs and record them on MOJ systems
- Demonstrate fast accurate keyboard skills and office organisation skills particularly MS office, Excel and experience with databases
- Promote a positive approach to securing support, develop well-being initiatives and identifying employment opportunities for disadvantaged groups or offenders
- Manage accurate data & case loads, delivering against deadlines and meet project targets
- Possess professional written and verbal communication skills and an eye for detail.
- Develop experience of working with disadvantaged people, offenders, healthcare or substance misuse programmes.
- Demonstrate evidence of continuous personal/professional development.
- Show good communication and motivational skills across a broad range of resource types, skills and backgrounds.
- Show a proactive resolution of risks and confidentiality; demonstrate flexibility and a ‘can do’ attitude.
- Demonstrate commitment to a high professional and personal standard of work and conduct
- Have a commitment to equality of opportunity and widening access to education and employment for all.
- Have professional Skills for Life (literacy, numeracy and language) and be willing to develop these further.

## **More about the College:**

Milton Keynes College is proud to be an open and inclusive general Further Education College welcoming learners of all levels and delivering an exceptional educational experience. The College offers a broad range of qualifications with more than 3,000 16 – 18-year-old full-time students studying traditional A Levels, vocational courses, apprenticeships and Higher Education. In addition, the College delivers employability and key skills training programmes to 3,000 people in local community learning centres and is one of the largest providers of Offender Learning in England, working with 27 prisons across the East Midlands, South Central and West Midlands.

## **Jobs at Milton Keynes College - Whatever your Direction**

Milton Keynes College is a committed “safer recruitment” employer. We take extreme care in ensuring the safety and welfare of children, young people and vulnerable adults. All positions therefore undergo a stringent vetting process to include DBS for all positions.

We want to develop a more diverse workforce and positively welcome applications from all sections of the community

Milton Keynes College is committed to promoting the safety and welfare of children, young people and vulnerable adults. All positions therefore require a DBS check.

The College is proactively committed to Sustainable Development through the learning opportunities it delivers, its management of resources and its engagement with communities