

## JOB DESCRIPTION

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**POST TITLE:** Criminal Justice Liaison and Diversion Practitioner

**BASE:** Hampshire (Basingstoke)

**BAND:** 7

**LINE MANAGER:** Clinical and Operational Lead

**PROFESSIONAL ACCOUNTABILITY:** Service manager

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### OUR VISION AND VALUES

Our **vision** is to **be a great place to get care, a great place to give care.**

Our values are:

- **Caring** for and about you is our top priority
- **Committed** to providing good quality, safe services
- working **Together** with you to develop innovative solutions

### JOB SUMMARY

The Criminal Justice Liaison and Diversion Service has been developed to provide an all vulnerability approach to assessments, identification of care pathways, and where indicated diversion of individuals within and away from criminal justice systems. Diversion can occur at any point along the criminal justice pathway with our main points of activity with police custody suites, courts and probation.

The successful applicant will work in the police custody suites, police stations and courts; working with people within the criminal justice system where potential mental health, learning disability or other vulnerability need is suspected and further assessment is indicated to inform disposal of the case and to identify care pathways for appropriate onward referral/support

This involves a commitment to close partnership working with both statutory and voluntary sector agencies and a commitment to working with a complex and diverse range of individuals with varying needs.

## **RESPONSIBILITIES**

- To attend police stations, custody suites, community settings and magistrates' courts and provide assessments, advice and identify robust care pathways, for individuals where a potential vulnerability has been identified.
- To provide the police and court with written information pertaining to the individual in a timely fashion to inform disposal
- To work closely and build links with all referring agencies within the custody suite, court and probation acting as a single point of contact for health
- To address the court in person when necessary in order to advise the court in the disposal, and care pathway of a particular case.
- To refer to the service user's General Practitioner, appropriate primary, secondary, specialist or statutory services for support and/or treatment
- To make recommendation to the Crown Prosecution Service or court, whether criminal justice system remains involved ,or diversion is indicated
- To build a good working knowledge of the mental health act in relation to the police, courts and the criminal justice system
- Where diversion is indicated, to facilitate mental health act assessments at the police station or court in conjunction with the local authority Approved Mental Health Practitioner Service.
- To refer to the prison in-reach teams where custody is indicated ensuring appropriate information is received along the care pathway and criminal justice pathway
- To provide specialist advice and service to probation and the custody suites where indicated
- To provide health information on clients vulnerabilities to probation in the formulation of their pre-sentence reports where a potential vulnerability need has been identified
- To be responsible for adhering to all BHFT Policies and Procedures.
- To be able to communicate clearly with a diverse group of service users.
- To work autonomously, with the ability to organise and manage own time according to delegated workload.
- Take accountability for own professional practice.
- Ability to formulate a risk assessment and risk management plan.
- To provide formal and informal clinical supervision to junior staff, students, mental health workers where appropriate/in agreement with the team manager
- To facilitate the efficient operation of the team, including the provision of cover for the role of Team Manager in their absence as required
- To deliver training to partner agencies such as TVP, Hampshire Constabulary and Judiciary

## **GENERAL**

1. This is a varied role where you'll be expected to undertake the range of responsibilities specified above, working together with your line manager and colleagues to ensure that the activities of this post make a real difference to our patients. Your line manager may ask you to undertake other reasonable duties to facilitate the smooth running of your service or team.
2. We are an equal opportunities employer and you'll be expected to role model equality of opportunity, live the values and always operate in accordance with our Equal Opportunities Policy.
3. Health and Safety at work is important to us and we would like you to role model the highest standards of behaviour and go above and beyond by adopting excellent practice where it links to the health and wellbeing of our colleagues. It is important that you cooperate with us to ensure that statutory and departmental safety regulations are adhered to.

## **BEHAVIOURS**

In addition to the responsibilities and requirements outlined in this job description, you should refer to the associated and expected behaviours that are relevant to this role - your line manager will be able to provide you with this detail.

Our values define the behaviours we are all expected to display during the course of our work and they underpin our organisational recruitment, appraisal, reward and development processes.

## **LOCATION/MOBILITY**

We may require you to work at or from a different work base or location from time to time, to meet service demands and deliver an operational service. Given the geographical nature of the Trust, you may be required to travel between Trust premises as part of your role.

We also may need to change your work base on a permanent basis and if this is the case, we will consult with you in line with our policies and procedures.

## **FLEXIBILITY**

We may need to amend your job description and/or your duties from time to time in order that we can continue to provide the best possible service to our patients. It is important that you work with us to deliver our services, by complying with lawful and reasonable instructions, by adapting to new ways of working, and by attending training courses as requested from time to time.

## **CONTINUING PROFESSIONAL DEVELOPMENT**

You'll be expected to attend and contribute to staff meetings and forums, supervision sessions, training courses, seminars and workshops, all of which will contribute to the development and enhancement of our current working practices.

You will also be expected to participate in all personal review meetings and to take responsibility for your own personal and professional development and the professional accountability for your role.

## **DATA PROTECTION ACT**

We are all expected to be aware of the Data Protection Act and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

## **HEALTH & SAFETY**

We all have a responsibility for health and safety, risk assessment and workplace inspections, and you will be expected to take reasonable care for your own health and safety and that of others.

You will also be expected to co-operate with your colleagues to ensure that statutory regulations, policies, codes of practice and departmental safety procedures are adhered to, and to attend any training programmes that we consider to be relevant.

## **INFECTION CONTROL**

We all have a responsibility to make sure that Infection Control remains a priority in terms of attention and resources. If you work in a role that provides direct patient care then you'll be expected to follow our policies and procedures which are designed to reduce the risk of passing on the organisms that can cause infections.

We all, collectively and individually, have a duty of care to follow best practice and adhere to any guidelines which underpin the management of Infection Control.

## **CONFIDENTIALITY**

We all have a responsibility to make sure that we don't disclose any information of a confidential nature relating to the services we provide or in respect of any service user, client or third party. This applies both during and after your employment.

You must not remove or copy any documents or tangible items including software which belong to the Trust or which contain any confidential information unless you have specific permission to do so. When you leave our employment, or if you are asked, you must return all documents and tangible items which are in your possession or are under your control, but which belong to us or contain or refer to any confidential information.

You should be aware that a breach of confidentiality may result in your dismissal and that, regardless of any disciplinary action that we may take, a breach of confidence could result in civil action for damages.

## **DATA QUALITY**

We are all responsible for making sure that our data and electronic records are updated, accurate, relevant, reliable, and completed in line with our record keeping standards and policies.

## **CLINICAL GOVERNANCE**

We aim to provide the highest standards of care. To help us achieve this aim, you are expected to follow acceptable working practices as defined in our policies and guidelines. You also have a personal responsibility to your colleagues and patients to keep yourself up to date with any changes to policies and to report any practice that you consider to be unacceptable through the appropriate channels.

## **ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS**

We need to make sure that we comply with the Asylum and Immigration Act 1996. To do this, we check the documentation of all applicants to confirm that they have the right to work in the UK. We won't offer employment to any applicant who does not have valid leave to remain and work in the UK or whose leave is subject to conditions which prevent them from taking up employment with us.

If your leave to remain and/or right to work status changes during the course of your employment, we will determine what impact this may have on our ability to continue employing you.

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

We all have a responsibility for safeguarding individuals who come into contact with our services, whether they are a child or young person, a person with Learning Disabilities or an older or vulnerable adult.

We adhere to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, which places a duty of care and responsibility on us all to safeguard and promote the welfare of children.

## **SMOKE FREE**

We operate a smoke free policy which means that smoking is not permitted on any of our sites. This also applies when you are travelling in vehicles (including owned and lease cars) whilst on official business, parked on our premises in privately owned vehicles, or transporting services users or visitors. We will not support taking additional breaks during the working day to smoke off site. Further information can be found in the Staff Smoke Free policy.

**PERSON SPECIFICATION**

| CATEGORY  | ASSESSMENT METHOD                                  |   |                           |
|---|--|---|---------------------------|
| <b>1. Education/Qualifications/Training</b>   | <b>Application Form<br/>Essential or Desirable</b> | <b>Interview<br/>Essential or Desirable</b> | <b>Selection<br/>Tool</b> |
| <ul style="list-style-type: none"> <li>A professional qualification at diploma, post graduate &amp; degree level in either Mental Health Nursing, Occupational Therapy, Speech &amp; Language Therapist, Social Work, Psychological Therapist, Learning Disability Nurse, or health visitor status.</li> <li>Hold current registration with pertinent body (NMC, SW, SALT, HCPC)</li> <li>Evidence of post registration training and development</li> <li>Mentorship qualification or equivalent teaching qualification.</li> </ul> | <p>E</p> <p>E</p> <p>E</p> <p>E</p>                |   |                           |
| <ul style="list-style-type: none"> <li><b>Continuous Professional Development</b></li> <li>Knowledge and experience of modern mental health services; social inclusion, recovery, service user involvement, carer support</li> <li>Further evidence of professional development and training</li> <li>Take responsibility for your own learning and be willing to continuously learn and grow, reflecting on own practice and encouraging others to develop their practice, actively using</li> </ul>                               | <p>E</p> <p>E</p> <p>E</p>                         |   |                           |

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| <p>research to influence and change practice.</p> <ul style="list-style-type: none"> <li>Assess personal strengths and areas for development, identify own learning goals, identify, access and make use of relevant learning resources and opportunities, plan and achieve your learning goals</li> </ul>  | E  |   |  |
| <p><b>Previous Experience</b></p> <ul style="list-style-type: none"> <li>Significant experience at Band 6 or equivalent in a community setting.</li> <li>Experience of organising and delivering clinical supervision, managing performance, breaches in policy &amp; liaising closely with Human Resources</li> <li>Experience of undertaking Initial Findings Reports, fact finding exercises and associated report writing</li> <li>Experience of analysing and collating complex information from a range of sources and communicating this effectively to multiple partners and stakeholders</li> <li>Experience of operating across Criminal Justice &amp; Health and reconciling both systems when planning onward support for vulnerable individuals</li> <li>Able to assess and manage risk, formulate mitigation plans taking into account health and criminal justice outcomes</li> <li>Experience identifying and proposing changes to working practice, writing and implementing local policy &amp; procedure</li> </ul> | <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> | E |  |

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| <ul style="list-style-type: none"> <li>• Ability to work autonomously, with the ability to organise and manage own time according to delegated workload.</li> <li>• Knowledge of the Mental Health Act and Mental Capacity Act</li> <li>• Excellent written, verbal and interpersonal communication skills.</li> <li>• Ability to think creatively and problem solve</li> <li>• Ability to work as part a team understand dynamics &amp; leadership</li> <li>• Ability to create and facilitate training and learning events</li> <li>• Have knowledge and skills to work with specialist groups of people, including young people, people with dual diagnoses and personality disorder</li> </ul> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> | <p>E</p> |  |
| <p><b>Knowledge, Skills &amp; Abilities</b></p> <ul style="list-style-type: none"> <li>• An ability to work under pressure across multiple systems such as Criminal Justice &amp; Health</li> <li>• Ability to engage challenging and/or acutely distressed patients in potentially hostile and/or antagonistic situations and use de-escalation techniques effectively.</li> <li>• Ability to plan and organise a range of complex</li> </ul>   | <p>E</p> <p>E</p>   | <p>E</p> |  |



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| <p>clinical activities which require judgements to be made on competing factors</p> <ul style="list-style-type: none"> <li>• Collaborative approach to client care</li> <li>• Ability to be flexible and adapt to changing situations</li> <li>• Ability to work effectively with service users and carers in a collaborative manner</li> <li>• Understanding of the theories underpinning the concept of recovery and the wider determinants of health</li> </ul> <p>Knowledge of Police and Criminal Evidence Act (PACE) 1984 and the PACE Codes of Practice 2004</p>                     | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> |  |
| <p><b>Additional Requirements</b></p> <ul style="list-style-type: none"> <li>• Ability to use multiple IT systems to an advanced level including, excel, databases and Microsoft applications</li> <li>• Responsible for data entry with occasional requirements to generate reports, analyse data and identify trends</li> <li>• Professional in approach, manner and appearance.</li> <li>• Demonstrable skills in written and spoken English, adequate to enable the post holder to carry out the role effectively</li> <li>• Ability to travel efficiently to multiple sites</li> </ul> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>          | <p>E</p> <p>E</p>                            |  |