



Job Description

JOB TITLE: CJS COORDINATOR	REPORTS TO: LEEDS HUB SERVICE MANAGER
ACCOUNTABLE TO: DIRECTOR OF CLINICAL SERVICES	DIRECTORATE: CLINICAL SERVICES

JOB PURPOSE:

The Leeds CJS coordinator role is to lead on and drive the Leeds CJS Programme, by proactively working in partnership to:

- develop a cross-sectional picture of the treatment of problem gambling in the Leeds CJS and improve connections across its systems and structures;
- provide training and awareness of the issues around problem gambling across a range of agencies through a partnership model of working;
- introduce screening to identify problem gambling, individuals at risk of becoming a problem gambler and those affected by someone else's problem gambling at relevant stages across the offender journey;
- deliver assessment and interventions to help motivate, maximise engagement support and meet the needs of clients;
- deliver services that support clients to achieve their gambling related goals, have positive outcomes and reduce their re-offending.

KEY DUTIES AND RESPONSIBILITIES:

- Establish connections and relationships with relevant stakeholders and groups, such as the police, magistrates, the national probation service, community rehabilitation companies across Leeds including Leeds Prison, working with them and understanding their needs, constraints and requirements;
- Support the Service Manager in identifying trends and themes in the incidence, experience, and treatment of problem gambling across the criminal justice system to feed into strategies for engaging with the issue on both local and national scale;
- Create opportunities by working in partnership with local agencies to train CJS professionals;
- Create, adjust and manage materials and training products to ensure they are up to date and in line with stakeholder feedback;
- Deliver training to CJS professionals to help them identify, screen and offer brief advice to people affected by gambling;
- Implement screening for Problem Gambling at relevant points across the CJS pathway;
- Disseminate tailored resources, including self-help manuals;
- Undertake service user assessments and deliver interventions to individuals engaged in the criminal justice system in a variety of settings including the courts, custody suites, probation/CRC services and community settings;

- To deliver evidence-based interventions that fully involve the client in their decision making, encouraging them to take opportunities to achieve sustained behaviour change;
- To contribute to regular reviews with the client and CJS worker;
- To support systems and structures that are responsive to the needs of individuals with differing levels of risk, complexity, severity and strengths;
- To support information sharing and shared processes between the component parts of the Northern Gambling Clinic, the Leeds Hub and CJS to effect a safe, seamless and successful client treatment pathway;
- Maintain accurate records to a high standard and within required timeframes;
- Understand responsibilities to Safeguarding, promoting service user welfare in relation to all advice, support, interventions and services described above.

Other

Communicate effectively, sensitively and empathetically with people from different backgrounds, ensuring practice is sensitive to the diverse needs of all individuals.

- Communicate effectively and maintain positive and supportive working relationships with clients, colleagues and professionals from other backgrounds.
- Undertake other duties and responsibilities in keeping with the nature of this post as maybe required from time to time.

Person Specification: Knowledge, Skills, Experience

Essential

Knowledge

- Knowledge of project management techniques
- Knowledge of learning and development approaches and tools
- Knowledge of the criminal justice system

Skills

- Creative thinker willing to work with others to find and establish innovative solutions
- Excellent Project management skills
- Excellent communication (verbal and written) skills
- Ability to create and maintain good external relationships with third parties
- Excellent leadership skills
- Perseverance and resilience
- Ability to assess and interpret data and evaluation findings
- Self-starter, able to develop, assess and evaluate different project options
- Excellent presentation skills
- Ability to act as ambassador for the programme across different settings and stakeholders.
- Genuine interest in working within the criminal justice system and with the issue of problem gambling
- Ability to take a non-judgemental approach to gambling, problem gambling and problem gamblers

Experience

- Experience of working with and managing partner stakeholders
- Experience of managing projects or programmes
- Experience with designing and delivering training products

Desirable

- Experience of working within the criminal justice system
- Experience in the field of gambling addiction, or addictions more generally
- Clinical experience (either qualified counsellor or in training)
- Experience in the design of problem gambling training programmes
- Interest in contributing to wider pool of research into gambling / addictions within the criminal justice system

SIGNATURES:

JOB HOLDER: _____ **DATE:** _____

MANAGER: _____ **DATE:** _____