

## **JOB DESCRIPTION**

<b>Job Title:</b>	Appropriate Adult (Sessional)
<b>Service:</b>	Criminal Justice Service
<b>Pattern of work:</b>	This is a sessional role to meet the requirements of the Custody sites with no guarantee of hours. Attendance may be required during the day, evening, overnight or weekend
<b>Work locations:</b>	Cheshire (24/7) County Durham (24/7) Cumbria (24/7) Derbyshire (24/7) Greater Manchester (9am – Midnight) Lancashire (24/7) West Mercia (24/7)
<b>Rate of pay:</b>	See Job Advert
<b>Reporting to:</b>	Criminal Justice Team AA Coordinator
<b>Responsible for:</b>	N/A

### **1 PURPOSE OF THE JOB**

- 1.1 To support young people and vulnerable adults who have been detained by the police at one of the named police custody suites above, ensuring we are acting in the best interests of the detainee.

### **2 PRINCIPAL DUTIES**

- 2.1 To manage your availability to work by populating an on-line rota
- 2.2 To answer the telephone when you are showing on the rota as available in order to receive a referral
- 2.3 To contact the relevant custody suite by telephone following referral acceptance to agree arrival time
- 2.4 To arrive at a specified police station to support the detainee within 30 minutes of receiving your referral or at the arranged time
- 2.5 To check the detainee's welfare and custody records
- 2.6 To ensure a Solicitor is considered when acting in the best interests of the detainee
- 2.7 To help the detainee understand the police process and the reason why they have been detained.
- 2.8 To attend the police interview and to intercede if it is not carried fairly and properly in accordance with the Police and Criminal Evidence Act 1984.

- 2.9 To facilitate communication between the detainee and the police and other professional agencies in Custody
- 2.10 To ensure that confidentiality is maintained at all times
- 2.11 To provide a non-judgmental approach and follow anti-discriminatory practices at all times
- 2.12 To maintain accurate written records highlighting any issues about the detainee and ensure the information is translated into an Outcome Form on our on-line digital platform within 1 day of completing the referral
- 2.13 To ensure all written and electronic records are secure and protected to ensure confidentiality is not breached.
- 2.14 Follow the Health and Safety requirements within the Custody setting, and the Health and Safety requirements of the young person on immediate release
- 2.15 To identify any of the detainee's risks, needs or vulnerabilities and raise any concerns with the relevant Custody, Police Protection Unit, Youth Offending Teams or Emergency Duty Teams as required
- 2.16 Participate and provide training (shadowing opportunities) to new incoming appropriate adults to complete their training obligations. Shadowing opportunities need to be suitable and not serious allegations

### **3 ORGANISATIONAL RESPONSIBILITIES (*standard for all posts*)**

- 3.1 Represent CANW at meetings, conferences and exhibitions as required.
- 3.2 Provide a non-discriminatory service in line with best practice and legislative guidance and treat all who access CANW services fairly and equally.
- 3.3 Be aware of the Health and Safety requirements in the workplace, and in particular, as it relates to own service area and/or department.
- 3.4 Work within allocated budgets and agreed expenditure levels.
- 3.5 Keep accurate records and provide written reports as required.
- 3.6 Contribute to CANW's operational and strategic development, including any organisation objectives identified through designated quality standards, such as Trusted Charity and Investors in People.
- 3.7 Participate fully in group supervision meetings and undertake any training deemed necessary for the role, including on line certification
- 3.8 Review own delivery performance against agreed annual KPIs (key performance indicators), aiming to meet or exceed personal targets/performance levels.

- 3.9 Undertake additional duties, training and/or hours of work as may be reasonably required which are deemed appropriate to the levels of responsibility within the role.
- 3.10 Be aware of the safeguarding policy and procedure for children and vulnerable adults and ensure that the safeguarding of children, young people and adults is given the highest priority in the work undertaken.
- 3.11 Have a personal responsibility to ensure that person identifiable, confidential or sensitive information is processed in line with GDPR and complies with any other relevant data protection legislation, organisational policies and best practice when processing information.
- 3.12 Work outside of normal office hours (ie evenings and weekends) as and when required to meet the needs of service users as appropriate.
- 3.13 Undertake other appropriate tasks as may be required of the post holder from time to time and provide cover for tasks during periods of sickness or holiday.

**NB.** This Job Description describes the principal purpose and main elements of the job. It is a guide to the main responsibilities as they currently exist and is not intended as a fully comprehensive or permanent schedule of tasks. The jobholder is expected to work flexibly and respond positively to changing needs of the organisation.

Employee (name in caps)	Employee (signature)	Date (signed)