



## **Community Prison Link (CPL) Worker Job Description**

### **ROLE:**

The role of the Community Prison Link Worker is to support individuals affected by addiction within the prison system and to support their transition back into their community ensuring there is an adequate plan in place on their release.

### **DUTIES:**

1. To maintain professional boundaries and ensure that your role and remit is made clear to all individuals you engage with.
2. To maintain professional relationships and appropriate levels of confidentiality of information.
3. To support individuals in relation to addiction issues and to identify appropriate training, education & employment options suitable to their needs and assist with other issues that may arise for them during their incarceration.
4. To develop and maintain an individual holistic care plan addressing all necessary domains in conjunction with the service user, and other relevant services within the prison system.
5. To continue to support the individual in the community post release. To update their holistic Care plan to assist the individual to continue to avail of supports such as regular keyworking, group work, counselling, holistic therapies and identify training / employment opportunities.
6. To liaise with service users families as deemed appropriate and to refer them to appropriate services as required.
7. To support the Work of the Reach Out programme.
8. To facilitate group work as required.
9. To work in partnership with the Probation Service (Prison & the Community), Criminal Justice Agencies and locally based support services to ensure communication that will avoid duplication of service.
10. To work effectively as a team member in relation to the aims & objectives and policies & procedures of the Fusion project.
11. To attend supervision, case management meetings and continued professional development as identified by management.



## **ADMINISTRATION**

1. To be fully competent in using IT, word, email, Microsoft Office.
2. To keep written computer records of all service users 1:1 meeting and any other communications that have taken place on their behalf using the Salesforce Case Management System.
3. Ensure both the Client Management System and Health Research Board (HRB) system is updated regularly to enable us to produce/ prepare progress reports and other documents which may be required.
4. As part of a team to plan develop, monitor and evaluate appropriate programmes.
5. To maintain professional records, in relation to work with individuals.
6. To implement the policies of the Management Committee.

\*\*\* To carry out other relevant duties that may be assigned by management.