



## Job Description

### **Job title: HeadStart Coordinator**

**Base:** Full Sutton, York: HMP Milliske (travel required to Liverpool Norton Street on occasion)

**Hours:** 37.5 per week

**Contract:** Permanent

**Salary:** £27,985 per annum

### **Overview**

#### **About The Brain Charity**

The Brain Charity offers emotional support, practical help and social activities to individuals with neurological conditions such as brain injury, dementia, learning disability, Autism and ADHD. We also offer these services to their family, friends and carers.

#### **Summary of role description:**

Our prison-based HeadStart Coordinators support individuals with neurological conditions within prison settings. This service offers neurological screening, education on conditions and their impact, symptom management and lifestyle advice. They also offer practical help and information on areas such as future employment choices, housing and other 'through the gate' related planning.

Our HeadStart Coordinators form part of an enthusiastic and committed community of staff and volunteers within the wider organisation which offers a range of other services for the wider Neurological community.

#### **Main tasks:**

#### **Supporting Prisoners**

- Take referrals from across multi-disciplinary staff teams where inmates with neurological conditions are identified.
- Support with inmate screening for a range of neurological conditions including Brain Injury, ADHD, Autism, Substance misuse related dementia and learning disability.
- Educate and empower inmates with knowledge of their condition and how this affects their behaviour and lifestyle choices.
- Refer inmates to specialist medical interventions such as neuropsychiatry and neuropsychology as and when medical needs are identified.
- Provide casework to individuals presenting significant barriers to regime integration and/or repatriation.
- Offer hands on practical help and advocacy to prisoners who may be struggling as a result of their condition.

- Provide emotional support to inmates with a neurological condition as part of their HeadStart program.
- Make referrals and signpost individuals to other relevant charities working within the field, our own internal services and other health and social care-based providers.

### **Strategic Development of Service**

- Attend relevant strategic meetings to advise Mitie and other partners integral to the delivery of Millsike to ensure the needs of prisoners with neurological conditions are considered during the planning process.
- Support the delivery of any prisoner consultations by ensuring the voices of prisoners with neurological conditions are heard and their needs are taken in to account.

### **Partnership work**

- Be an active presence within the prison and build relationships with key contacts to raise awareness of our work and our services.
- Provide expert advice and guidance to a range of staff members working across the prison regarding neurodiversity and disability.
- Proactively support professionals at Mitie and other key staff to improve their level of expertise on neurological conditions and their impact.

### **Other**

- Understand and operate within current prison procedures and policies.
- Keep accurate records and produce reports as required.
- Recruit and supervise volunteers as required.
- Carry out any other reasonable tasks which may be required by the Charity from time to time.

## **Person Specification**

<b>Area</b>	<b>Detail of requirements</b>	<b>Essential / Desirable</b>
Qualifications & Skills	Educated to CSE/GCSE level	E
	A-levels and/or relevant vocational qualifications	D
	Good organisational skills	E
	Good I.T. skills	E
	Accurate record keeping and report writing	E
Personal attributes	Confident, outgoing and tenacious	E
	Strong communication and people skills	E
	Ability to communicate with people from a wide range of backgrounds and with a wide range of abilities	E
	Personable and empathic	E
	Willingness to work outside normal office hours on occasion	E

	Commitment to equal opportunities	E
Knowledge & Experience	Experience of working with people who have a disability and or a neurological condition	E
	Knowledge of criminal justice, social care or health sector	D
	Experience of organising and delivering events/training sessions	D
	Experience of working with volunteers	D
	Experience of working with employment, housing, welfare benefits or legal services	D
	Experience of managing a caseload of vulnerable adults	D