

## JOB SUMMARY

<b>Post Title</b>	<b>Youth Justice Service Officer</b>						
<b>Job Family</b>	<i>Service Delivery</i>	<b>Pay Range</b>	8	<b>Line Manager to others?</b>	No	<b>Role profile ref</b>	
<b>Service Area</b>	<i>Childrens Services Directorate</i>						
<b>Line Manager</b>	<i>Youth Justice Service Team Manager</i>						
<b>Location</b>	<i>County Hall / agile working</i>						

### Job Purpose

The Youth Justice Service is a multi-disciplinary team which works with children aged 10 -17 years old, who have offended and are subsequently supported by a range of community and custodial disposals (including out of court disposals). The purpose of this role is to:

- Provide high quality and effective work practices (within a youth justice setting) to respond to the needs of children, their families and carers in a timely manner and within statutory guidelines.
- Assess, plan, deliver, review and enforce statutory and no-statutory interventions with children to reduce their risk of re-offending, harm to others and safety and wellbeing.
- As a YJS Case Manager, you will be responsible for a caseload comprising children who require Standard, Enhanced and Intensive supervision on statutory and non-statutory disposals/orders.
- Undertake Office and Court duties alongside Case Management responsibilities to safeguard children, parents and victims and to promote positive outcomes for them.

### Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- Carrying out assessments (Prevention and Diversion, Asset Plus, AIM and SAVRY).
- Assess, plan, implement, review, enforce and close allocated pieces of work, including consideration of exit planning and step-down plans to other services, as appropriate.
- Contribute to effective delivery of Youth Justice Service through your own work, and support of work done by others (e.g. Police, Probation, Health, Social Care and Education etc).
- Act as Office and Court Duty Officer, including assessment of bail options for children, including Saturday and Bank Holiday Courts when required (usually by rota). Provide information and evidence to the Court in a professional and timely manner, with supporting documentation as required.
- Ensure all statutory work is compliant with statutory guidance (e.g. Standards for children in the Youth Justice system 2019), including appointments and prison visits and reporting to the Court or Referral Order Panel, within timescales.
- Ensure compliance with and contribution to National Indicators, Key Performance Indicators and Local Measures.
- Ensure (through your day-to-day work) the effective safeguarding of service users via appropriate identification, assessment and referral of presenting concerns, particularly where they relate to child, adult or public protection.
- When required, attend multi agency meetings (Early Help, Child in Need, Child Probation and Children in Care meetings, MAPPA etc) and internal YJS meetings to ensure the core functions of the service are met.
- Communicate effectively with children and their families, ensuring that their views and wishes are acknowledged and recorded accurately. Establish a rapport and build respectful, honest and trusted working relationships. Ensure the 'voice of the child' is heard and give adequate consideration to victim safety issues within your day to day work.
- Understand the context of child development, parenting capacity and family and environmental factors in complex cases, to assess the risks/needs presented by a child and identify how they may be reduced (balancing risk and protective factors).
- Undertake interviews and observations to gather information from children, families and a range of professionals; to analyse, summarise and evaluate this information to provide a holistic assessment of a child's needs and their parent/carers capabilities.
- Provide written and verbal reports and plans which are concise, informative and analytical based on complex evidence and defensible decision making.
- Acquire knowledge about different groups, races and cultures which inform service delivery and understand the impact of discrimination on children and their families whilst working to reduce it.

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<ul style="list-style-type: none"> <li>Participate in peer supervision/reflective practice, undertake the role of Practice Educator/Work Based Supervisor for Social Work students and act as a mentor to new staff.</li> <li>Take responsibility for personal professional development by attending supervision, appraisals and development opportunities. Access training and learning opportunities (delivered in a variety of locations, including mainland venues) to secure your own continuous personal development and support that of others via cascade learning (if appropriate).</li> <li>Work flexibly to meet the demands of the service outside usual 9-5 hours, including occasional evening, weekend, Bank Holiday and Christmas cover as required (usually on a rota basis).</li> <li>To undertake any other duties (consistent with this job description, role and grade) as required by the YJS Managers.</li> </ul>			
Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Ensuring a Child First approach	Assess needs to devise written intervention plans with children, to given them opportunity to engage in Activities, Interactions and Roles (fresh AIR)	X	
	Be able to carry out planned interventions using a range of tried and tested methodologies eg. Solution focussed work using a strength-based approaches.	X	
	Able to deliver interventions on one-to-one basis and in groups if deemed appropriate.	X	
Relevant experience within the service area, working as part of team to meet service standards, targets and deadlines.	Demonstrate ability to manage, identify, intervene and carry out appropriate action to safeguard and promote positive outcomes for children.	X	
	Proven ability to comply with statutory requirements, regulations and procedures both as an individual and contributing to the wider teams' objectives.	X	
Good communication, interpersonal and presentation skills, able to explain technical / legal issues clearly.	Proven ability to work efficiently and effectively with a range of individuals including adults, children, other professionals and stakeholders across a variety of settings.	X	
	Demonstratable ability to undertake learning discussions to influence positive reflection, practice and change to ensure positive outcomes with children.	X	
Good ICT skills including use of Microsoft applications and specialist systems.	Word, excel, power-point, outlook.	x	
	Core+ and Mosaic.		X
Authoritative knowledge of the	Implementing and delivering all aspects	x	

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specialist work area and relevant legislation, regulations, processes, systems, procedures and standards.  Good knowledge of other areas of the authority relevant to the service and of wider sector / external influences.	of local authority procedures.		
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workload, monitor and evaluate work, to ensure deadlines are achieved.	Ability to self-prioritise own workload, ability to manage and monitor competing demands.  Awareness of wider service requirements and ability to inform and escalate issues appropriately to inform wider decision making to fundamentally reduce risk/safeguarding concerns.	<b>X</b>  <b>X</b>	
Research, investigation and analysis skills.	Demonstrate ability to self-undertake research to maintain professional development standards.  Proven ability to utilise research/knowledge gained to inform own and others practice.  Ability to seek out information and critically analyse sufficiently the research (and/or other sources e.g. Internal Learning Reviews). Demonstratable ability to share research.	<b>X</b>  <b>X</b>  <b>X</b>	
Partnership working	Take responsibility for understanding the roles and responsibilities of key agencies, including their statutory responsibilities and functions.  Liaise with relevant professionals, departments and partner organisations to ensure effective information sharing, holistic assessment and joint planning (where required) to safeguard and promote the welfare of service users and others.  Refer children and the families to appropriate services ensuring all relevant information is provided and updated as required.	<b>X</b>  <b>X</b>  <b>X</b>	
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
4 GCSES at 9-4 (A-C) or above, including English and Maths, or equivalent.		<b>x</b>	
3 A Levels at A-C or NVQ Level 3, in relevant subjects, or equivalent experience		<b>x</b>	

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NVQ Level 4 or equivalent in a relevant subject			<b>x</b>
<b>Other Requirements</b>			
Work evening, weekends and/or bank holidays as and when required			
Attend meetings/training/events on the mainland as and when required			
Hold a valid UK Driving license and have access to vehicle (insured for business purposes).			
Criminal records check (DBS)			