

Isle of Wight Council

Job Description



Identifying Facts	
Title of Post: Youth Offending Team Social Worker	
Directorate: Children's Services	Post No:
Section: Youth Offending Team	Date: May 2014
Responsible to: YOT Operational Team Manager	

Job Purpose

The Youth Offending Team is a multi-disciplinary team which works with children and young people aged 10 -17 years old who have offended and are made subject to a range of community and custodial disposals. The purpose of this job is to:

- Provide high quality and effective social work practices (within a youth justice setting) to respond to the needs of children, young people, 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 and young people to reduce their risk of re-offending, harm and vulnerability, with particular responsibility for those involved with Social Care (Children At Risk, Children In Need, Children in Care).
- As a YOT Case Manager, be responsible for a generic caseload comprising children and young people who require Standard, Enhanced and Intensive delivery of statutory and non-statutory disposals.
- Undertake Office and Court duties alongside Case Management responsibilities to safeguard children and promote positive outcomes.

Major Tasks and Accountabilities:

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. Develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.
3. Promote a positive and protective working environment through use of safe working practices and pro-social behaviours.
4. Contribute to effective delivery of Youth Offending Team services on the Isle of Wight through your own work, and support of work done by others (e.g. Health, Police, Social Care, and Education etc).
5. Act as Office and Court Duty Officer, including assessment of bail options for young people, 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.

6. Act as Appropriate Adult in complex cases, as directed by the YOT Management Team, subject to completion of relevant training.
7. 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.
8. Ensure all statutory work is compliant with statutory guidance (e.g. National Standards for Youth Justice), including office appointments, home and prison visits, reviews, reporting to the Court or Referral Order Panel, delivering within timescales, and meeting other national and local performance requirements.
9. 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. Ensure compliance with Working Together to Safeguard Children 2013 and any supplementary or subsequent statutory guidance which may become available.
10. When required, attend Child Protection, Child in Need and Children in Care meetings, as well as MAPPA and Risk/Vulnerability/Intervention Planning and Management Meetings.
11. Communicate effectively with children, young people 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.
12. Undertake interviews and observations to gather information from children, families and a range of professionals; to analyse, summarise and evaluate this information to provide an holistic assessment of a child or young person's needs and their parent/carers capabilities.
13. Ensure the 'voice of the child' is heard and give adequate consideration to victim safety issues within your day to day work.
14. Understand the context of child development, parenting capacity and family and environmental factors in complex cases, to assess the risks/needs presented by an individual child or young person and identify how they may be reduced (balancing risk and protective factors).
15. Provide written and verbal reports (to meet set deadlines) to the Courts and other forums which are concise, informative and analytical based on complex evidence and defensible decision making.
16. Devise written and appropriately agreed plans for intervention for children, young people and their families on a case by case basis to reduce risk of re-offending, harm and vulnerability. Oversee the delivery of those plans as Case Manager, and deliver intervention programmes using a range of tried and tested methodologies as appropriate.
17. Review and reassess information, analysis and intervention plans as required by National Standards, and be open to changing your assessment in response to new evidence received.

18. Utilise reflective practice, research findings, lessons learnt (from SCR and CSPPI processes), complaints, case law and statutory guidance to inform your Social Work and Youth Justice practice.
19. Acquire knowledge about different groups, races and cultures which inform service delivery and understand the impact of discrimination on children, young people and their families whilst working to reduce it.
20. Understand and respect the rights of children, young people and their families and respond to all contacts from them in a timely manner, including receipt service user feedback.
21. Ensure compliance with information sharing, data protection and confidentiality procedures and ensure compliance with all IOWC and IOW YOT Policy and Procedures.
22. Deal promptly and sensitively to complaints from service users within the framework of the IOW Council Complaints Procedure, referring to YOT Management as required.
23. Contribute to YOT Team meetings, planning, performance and quality assurance mechanisms (including case audits) to support ongoing service delivery and improvement.
24. 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 regarding Social Work practice.
25. Represent the YOT Team at meetings, working parties and project groups as directed by the Operational Team Manager.
26. Manage workload and complete tasks as directed; organising and planning work, taking into account the need to prioritise tasks and responsibilities.
27. 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).
28. 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).
29. Take responsibility for maintaining a staff presence within the YOT and respond to unplanned calls or events.
30. To undertake any other duties (as are consistent with this job description, role and grade) as required by any member of the YOT Management Team.

Information Management:

1. Maintain departmental standards on case recording compliant with data protection, information sharing and confidentiality limits.

2. Evaluate information about your own workload and use this to plan/prioritise work, implementing effective time management techniques.
3. Maintain well organised case records which are up to date and able to provide concise and accurate information about a child, young person or family's circumstances and plans when required.
4. Respond to requests for information in an appropriate, timely and professional manner and communicate effectively with other agency professionals.
5. Maintain management information about children and their families by inputting data in line with ICT frameworks which are adopted by the service.
6. With the YOT Management Team, contribute to the evaluation of performance data and identify ways in which this can be maintained or managed.
7. Use appropriate ICT systems to client files, and communicate, record, assess and research information.
8. Ensure key updates regarding casework or practice are communicated to relevant staff in a timely and accessible manner.

Internal and External Contacts

1. Frequent direct contact with service users and professionals in line with the expectations and requirements of this role, including development and implementation of service user feedback mechanisms.
2. In consultation with the YOT Management Team, deal with concerns, queries and complaints from service users, their families or other professionals, at all times seeking to resolve these at the lowest level through effective application of problem solving techniques and corporate policy.
3. Work in partnership with statutory and voluntary organisations including (but not limited to): Police, Probation, Health, Local Authority, Courts, Judiciary, Legal Representatives, Housing providers, Support services.
4. Communicate effectively with staff from a range of disciplines within the Youth Offending Team, and liaise with others external to it as required or directed.
5. Promote multi-agency working and contribute to managerial decision making regarding resolution of conflicting expectation, commissioning and service delivery as required.
6. Promote the work done by the Youth Offending Team and other related services (e.g. Prevention) to community groups, identifying opportunities for wider participation in youth justice services to contribute to ongoing service improvement and delivery.
7. Network with Youth Justice and Social Care colleagues and professionals from other organisations involved in the delivery of youth justice services to share information, knowledge and feedback.
8. Refer requests from the Inspectorate, Elected Members and other involved parties to the Operational Team Manager/Head of Service.

9. Promote the work of the Youth Offending Team through professional standards of conduct and communication at all times.

Partnership Working:

1. Take responsibility for understanding the roles and responsibilities of key agencies, including their statutory responsibilities and functions.
2. 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.
3. Refer children, young people and their families to appropriate services ensuring all relevant information is provided and updated as required.
4. Advocate for delivery of services and interventions as per statutory entitlement and support other positive outcomes for children, young people and their families.
5. Pro-actively seek opportunities for self and team to further develop and maintain strong multi-agency relationships. Work with other agencies on projects and service developments which promote an integrated approach and multi-disciplinary working.
6. Maintain links with parent agency (Social Care) and awareness of practice/policy developments in that field.

Professional Development

1. Identify and attend appropriate training events, conferences and local briefings to ensure continued professional development and maintain awareness of local and national developments to effective practice in Youth Justice and Childrens Social Care.
2. Attend and positively contribute to supervision, appraisal and development opportunities.
3. With the Operational Team Manager, monitor changes to legislation or case law in Social Care and Youth Justice which impact on how practice is implemented and ensure practice is adapted as a result.
4. Inform Team of new and developing Social Care and Youth Justice Policy, locally and nationally.
5. Contribute to Team, Pre-Court and Practice Meetings as a mechanism for ongoing learning and professional development via communication of practice/policy developments and an opportunity to reflect on recent practice.

Working Environment

The post holder may be required to:

1. Undertake travel to a variety of locations, including mainland venues, in order to attend meetings, training and briefing events.
2. Undertake service user visits in a variety of locations, including Home Visits and Custody Visits, as well as regular and ad hoc meetings at other venues as required.
3. Comply with risk assessments and resulting action plans to reduce hazard of injury or negative impact and protect staff from violence or aggression in the workplace.
4. Comply with lone working arrangements, including out of hours working.
5. Under direction of YOT Management Team, respond to unpredicted or unpredictable events, incidents or episodes including cover for areas of work that are unplanned, unexpected or in need of urgent attention.
6. Deal with highly charged emotional situations involving staff, volunteers, other professionals and service users.
7. Under direction of YOT Management Team, adhere to departmental decisions which adversely affect ability to deliver services.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.

Person Specification

JOB TITLE: YOT Social Worker
GRADE: SW1-SW3 + market supplement
PREPARED BY: Alison Smailes/Lisa Morgan

DEPARTMENT: _IOW YOT
POST NO:
DATE: May 2014

E = ESSENTIAL	SOURCE OF EVIDENCE :	
D = DESIRABLE	APPLICATION = A INTERVIEW = I TEST = T	
	1. EXPERIENCE, direct work experience, other relevant experience.	
	W = 4	
E	Experience of formulating and implementing effective social work interventions with children, young people and their families or carers in a statutory setting.	A/I
E	Experience of case management, including assessment, planning, intervention, review and closure of complex cases.	A/I
E	Experience of managing challenging situations and or taking difficult decisions.	A/I
E	Experience of working within office and court environments.	A/I
E	Experience of collaborative, multi-disciplinary and partnership working.	A/I
E	Post-qualifying experience.	A/I
E	Experience of using a wide range of IT and ICT systems and packages, including service databases (e.g. YOIS, ICS) and electronic resources (Microsoft Word, PowerPoint, Outlook and Calendar)	A/I
D	Experience of working within a youth justice setting and to performance indicators.	A/I
	2. KNOWLEDGE, without which the job cannot be done effectively.	
	W = 4	
E	Knowledge and applied understanding of working with legislation and policies in respect of Social Care and Child Protection.	A/I
E	Knowledge and applied understanding of child development, parenting capacity, environmental factors and risk/protective factors.	I/T
E	Applied understanding of a range of systematic interventions and methodologies, based on knowledge of theory and research as well as relevant services.	A/I
E	Knowledge and applied understanding of statutory frameworks and guidance for Children's Social Care.	A/I
E	Knowledge of roles and responsibilities of partner agencies and how they might link.	A/I
E	Knowledge and awareness of issues influencing or impacting on diverse communities, including how these may become barriers to effective engagement.	A/I
E	Understanding of the importance of quality assurance and performance monitoring/management processes.	A/I
D	Knowledge and awareness of youth justice process, practice and policy.	A/I
D	Knowledge of social work and youth justice management processes.	A/I
D	Knowledge of business planning, team objectives and operational/strategic priorities.	A/I
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	
	W = 5	
E	Capacity to establish and maintain effective communication, working relationships and professional links at a variety of levels.	A/I
E	Ability to engage and motivate children and young people, encouraging them to take responsibility for their actions and make positive change.	
E	Ability to obtain, assess, evaluate, analyse, record and act upon complex	A/I

	information, including provision of verbal and written reports, to a variety of forums.	
E	Computer literacy and skills necessary to work with information management systems and produce good quality data in a variety of formats; ability to use work processing and electronic diary systems at a level commensurate with the responsibilities of the post.	A/I
E	Ability to prioritise tasks, manage own workload and be accountable for casework in relation to children, young people and their families through effective workload planning and decision making.	A/I
E	Ability to work independently and to own initiative in line with Policy, Protocol and Guidance, without close supervision,	A/I
E	Ability to quality assure own work and that of others, including reflection on practice and constructive feedback.	A/I
E	Achievement of personal and professional performance objectives to contribute to development of own work and that of a team.	A/I
D	Ability to Chair Meetings, support staff in making key decisions and developing own practice (as directed by the YOT Management Team)	A/I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given. W = 3	
E	Social Work Qualification e.g. DipSW, CQSW.	A/I
E	Current registration with HCPC	A/I
D	Demonstrable commitment to ongoing professional development	A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition. W = 4	
E	Commitment to Equal Opportunities, Anti-Discriminatory Practice and supporting diversity in the workplace.	A/I
E	Ability to engage and communicate at all levels with service users, staff, managers, members of the public, and other agencies.	A/I
E	Enthusiastic, punctual, reliable and trustworthy.	A/I
E	Ability to deal with workload pressures and competing demands whilst maintaining resilience.	A/I
E	Ability to maintain professional standards of conduct and represent the YOT effectively.	A/I
E	Solution focussed, with a willingness to learn and continuously develop experience, knowledge and skills.	A/I
D	Actively involved in service development and contributes to sector planning/objective setting.	A/I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc. W = 4	
E	Ability to work flexibly to meet the demands of the service, including occasional evening, weekend, Bank Holiday and Christmas cover.	A/I
E	Ability to perform effectively in working environment (subject to reasonable adjustment, if required).	A/I
E	Willingness to work in a variety of locations, including attendance at mainland meetings and training events.	A/I
E	Full driving licence and access to vehicle (insured for business purposes).	A/I
	CONTRA INDICATIONS, if any	
E	Unacceptable references.	
E	Unacceptable DBS check (in light of work required with vulnerable service users).	