

Job Description

Department: People and Communities

Division/Section: Communities and Safety - TYSS

Job Title: Casual Youth Support Worker (High Risk and ISS)

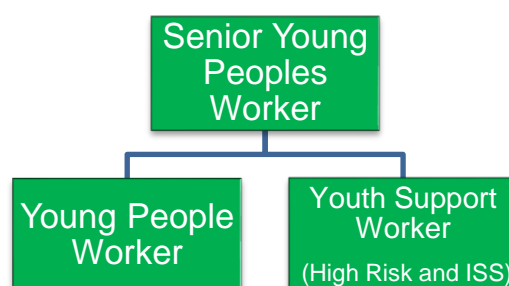
Post No:

Grade: 7

Reports to: Senior Young Peoples Worker

**Organisation
Chart:**

Show immediate
manager and any
jobs reporting to
this post.



**DBS Check
applicable?**

Basic Standard Enhanced x None

**Is post exempt under the Rehabilitation of Offenders Act
1974 in respect of declaration of spent convictions?**

Yes No

**Line Management
responsibility for:**

None

Size of budget:

None

Job Purpose:

To work on a To support, supervise, motivate and mentor young people who are involved in the criminal justice system to engage with the requirements of their Intensive Supervision and Surveillance Programme (ISS) as well as activities and interventions which deter high risk young people from involvement in criminal activity.

Engage, motivate and support young people to complete work to a quality that they can feel proud of.

To appropriately challenge and manage difficult behaviour young people individually as well as in group settings.
The post holder will work flexibly in a range of settings as part of an on call weekend / evening rota which involves contact with Young People at their home and in the community.

Main Duties and Responsibilities:

Establishing appropriate relationships with young people to facilitate their engagement with the ISS and Deter activities/interventions 30%

To deliver meaningful activities to young people which promote pro-social skills, confidence and extend their interest and hobbies

To build rapport with a range of young people undertaking individual visits and be able to act as a positive role model from the start to the end of the activity.

To motivate and support young people to undertake activities that promote the prevention of further offending and improve their personal development.

To deal with and respond appropriately to challenging and confrontational behaviour in order for activities to take place safely and effectively.

To carry out direct face-to-face delivery of planned activities which complement young peoples agreed timetable in conjunction with other professionals.

To identify the needs and interests of individual young people in order for our service to develop programmes of support which set aspirational goals for their future.

To be able to manage young people within a group settings and respond proactively to any potential disruptive dynamics to reduce risk and promote a positive environment for development and learning.

To assist, supervise and motivate young people to reach their full potential in a safe environment. 30%

To have a good working knowledge of personal development opportunities which will assist young people to make positive change and reach their full potential.

To prepare young people to re-engage with and retain employment, education or training through experiential and informal learning around specific skills such as CV writing, interview skills, job searching, time management, interpersonal skills.

To assist in the collection of evidence which build young people's personal portfolio's of evidence in pursuit of recognised qualifications such as ASDAN or ABC awards.

To ensure that all practical and life skill activities are monitored and carried out within risk assessment guidelines.

Planning and delivery 30%

To organise, plan and manage time effectively in order for activities to run to schedule.

To attend meetings with relevant service staff to help plan, deliver and evaluate activities.

To attend and actively contribute to monthly supervision/appraisal sessions

To attend mandatory training and any other continuous professional develop as required to ensure continual improvement in the quality of our services to young people.

Ensure young people are collected and dropped off at the appropriate times and destinations determined by the ISS or High Risk support plan.

Providing feedback to line manager/relevant YOS representative on each session undertaken 10%

To provide detailed verbal and written reports to management on the quality of engagement, performance and progress of young person while undertaking activity, including any difficulties, risks or concerns which could impact future engagements or completion of requirements of the programme.

To support the communication of any concerns or difficulties around compliance to staff parents/carers in an appropriate timely fashion.

Ensure that health and safety requirements and lone working policies are adhered to and that any concerns regarding these are escalated to the identified service professional.

To report on unusual working conditions e.g. bad weather resulting in abandoning the session, hazards affecting work, damaged or substandard equipment.

To report any vulnerability or safeguarding concerns to the responsible worker or line manager immediately

Generic Responsibilities:

To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

Flexibility Clause:

Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

DATE: 8th Jan 2020

COMPLETED BY: Matt Oliver

Person Specification

JOB TITLE: Casual Youth Support Worker
(High Risk and ISS)

POST NO:

GRADE: 7

DEPARTMENT: Communities and Safety

HOURS (0 hrs Casual)

DIVISION: Targeted Youth Support Service

DIRECTOR: Adrian Chapman

DATE: 8th Jan 2020

COMPLETED BY: Matt Oliver

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	Up to date knowledge of the issues faced by young people who are involved in the criminal justice system.	Knowledge of juvenile justice system and Crime and Disorder Act Knowledge of the Intensive Supervision and Surveillance requirements
SKILLS & ABILITIES	<p>Ability to communicate with a range of young people, parents and professionals in written and verbal.</p> <p>The ability to record work with young people in a clear, concise and timely fashion.</p> <p>Ability to engage with disengaged and challenging young people motivating them to produce their best.</p> <p>Proven planning and organisational skills</p> <p>Ability to evidence a positive approach to young people.</p> <p>The ability to develop productive and professional relationships with colleagues as well as work independently using own initiative.</p> <p>Ability to challenge appropriately and put in place boundaries with young people to build effective working relationships.</p>	Skills in evaluating professional practice and creating innovative approaches

	<p>Demonstrable IT literacy and ability to record information using IT systems.</p> <p>Commitment to working in partnership with other agencies.</p> <p>Ability to contribute to the development of creative and effective packages that will contribute to a reduction in offending</p>	
EXPERIENCE	<p>Experience of effectively working with young people with challenging behaviour.</p> <p>Experience of working within a structured plan and to set time scales</p> <p>Experience of working flexibly, off site and under pressure.</p>	<p>Experience of working within statutory framework with young people.</p> <p>Experience of working in a multi-agency team.</p> <p>Experience of working in a criminal justice setting</p> <p>Experience advocating for young people</p>
QUALIFICATIONS	5 GCSEs at Grade C or above or equivalent or qualifications in a relevant subject at NVQ level 2 or above.	<p>NVQ / Foundation Degree in Criminal Justice ·</p> <p>Effective Practice Certificate in Youth Justice</p>
PERSONAL CIRCUMSTANCES	<p>Ability to be part of a planned weekend and evening rota of activities.</p> <p>Ability to be able to be work off site across the City and transport young people to and from activities.</p>	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*