

Job Description

Department: People and Communities

Division/Section: Children's Social Care

Job Title: Diversionary Child and Family Worker

Post No:

Grade: Grade 8

Reports to: Specialist Support Team Manager/Senior Practitioner

**Organisation
Chart:**

Diversionary Co-ordinator

**Show immediate
manager and any
jobs reporting to
this post.**

Diversionary Child and Family Worker

**DBS Check
applicable?**

Basic ☐ Standard ☐ Enhanced ☒ None ☐

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

Yes ☒ No ☐

**Line Management
responsibility for:**

No. of direct reports: 0

No. of indirect reports: 0

Size of budget: N/A -

Job Purpose:

The Diversion C&F Worker will assess, deliver interventions and divert young people, aged 10 -17 known to the police and at risk of conviction for criminal offence.

The post holder will be required act as trusted professional for children and families, and represent Children & Safeguarding at relevant multi-agency meetings, as appropriate

Main Duties and Responsibilities:

Key Responsibilities:

1. To work as part of a multi-disciplinary team delivering services to young people and families.
2. Manage a caseload ensuring effective assessment, planning, intervention, referrals to specialist services, reviews and risk management.

3. To develop partnership working with children and young people services and criminal justice partners to prevent young people from becoming involved in the criminal justice system in the future.

Key Accountabilities:

- a) To receive referrals as part of the Diversion programme from the Police, youth problem solving groups, and other partner agencies in respect of through the Out of Court Disposal Panel.
- b) To assess young people and their parents/carers using an OOCOD assessment tool to understand the needs of young person and families.
- c) Develop intervention plans and implement programmes of work (alongside other workers as appropriate) with parents and children up to 18 years
- d) Make appropriate referrals to specialist workers, community organisations and partner agencies that will address the risks identified.
- e) Work with children to develop a trusted relationship and deliver interventions to address identified risk and need.
- f) Deliver parenting programmes and other support interventions with parents and carers including signposting to community groups and other services.
- g) To prepare and review interventions plans at regular and required intervals ensuring that interventions focus upon associated risk and need.
- h) To adopt a 'whole family approach' and take a Lead Professional Role for the family when in the best interests of the child/young person.
- i) Deliver and co-ordinate diversionary activities and groups
- j) To engage with appropriate multi-agency meetings to meet the needs of young people.
- k) Act as lead professional where appropriate. To lead on Contextual Safeguarding Plans where in the best interests of the child/young person.
- l) Develop active relationships and referral pathways with a range of local safeguarding partner and community contacts.
- m) Liaise and maintain contact with other professionals involved with the child/family, including sharing information of progress of work and case recording
- n) Participate in Specialist Support team meetings, as appropriate. To support the development of the team through attendance and constructive contribution at team meetings and training events.
- o) To work with partner agencies to promote and ensure safeguarding of children and young people.
- p) Participate constructively in supervision and our conversation processes with the Line Manager, and attend learning and development events as required.
- q) To ensure that all assessments, case contacts, intervention plans, management plans and decisions are recorded on CVYJ as required.
- r) To ensure that relevant information, interaction with colleagues and decision making is recorded to a high standard on CVYJ as required
- s) To ensure that case information is effectively updated and maintained on an ongoing basis to reflect good practise and enable colleagues to access information on young people and parents/carers as and when required. Assist in collecting and collating statistical information for Turnaround Fund quarterly returns

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:	<p>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.</p> <p>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.</p>

DATE: Nov 2022

COMPLETED BY: Anna Jack

05/09/2016

Person Specification

JOB TITLE:	Diversionary Child and Family Worker	POST NO:	
GRADE:	8	DEPARTMENT:	People and Communities
HOURS	37		
DIVISION:		DIRECTOR:	Ricky Cooper
DATE:	Nov 2022	COMPLETED BY:	Anna Jack

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Factors underpinning offending by young people • Domains of safeguarding and risk and robust risk management • Developmental and individual needs of young people • Principles of effective practice • Anti-discriminatory practice • Structures and roles • Safe working practices • Own learning styles and needs 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Ability to engage with a range of young people, parents and carers, using appropriate materials for age, levels of maturity, individual need and circumstance • Communication skills within and outside the agency, both verbal and report writing • Assessment skills, particularly of factors relating to safeguarding and/or offending and domains of risk • Management of risk through appropriate sharing of information, recording and referrals • Planning, evaluation and review of interventions designed to address risk of offending • IT skills including use of Word, some basic use of Excel, and case management systems • Ability and willingness to travel throughout Cambridgeshire or Peterborough (dependant on location base) 	

EXPERIENCE	<ul style="list-style-type: none"> • Working with vulnerable children and/or adults depending on service area. • First hand experience of working with the public, face-to-face and by telephone • Very recent experience of working within a Youth Justice, Health and/or Social Care background 	
QUALIFICATIONS	Youth Justice Certificate in Effective Practice or NVQ Level 3 in Health and Social Care or BA (Hons) or PG Cert / PG Dip or other JNC recognised professional range youth work qualification plus selected units from the level 5 Diploma for the Learning Development and Support Services Workforce (LDSS), or equivalent.	Foundation Degree in Youth Justice/ Criminal Justice BA or MA in Youth and Community Work or Youth Work and Community Development
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.]*