

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

## Job Description

**Department:** Children's Safeguarding/People and Communities

**Division/Section:** Early Help, Specialist Support Service

**Job Title:** Youth Justice Officer

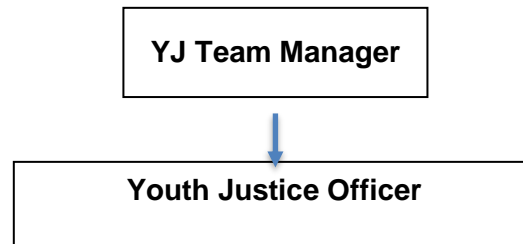
**Post No:** TBC

**Grade:** 9

**Reports to:** Youth Justice Team Manager

**Organisation  
Chart:**

Show immediate  
manager and any  
jobs reporting to  
this post.



**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 - state whether *accountable* for (i.e. budget holder)  
or *accounting* for (e.g. monitoring)**

**Job Purpose:**

To perform tasks as a Youth Justice Officer managing cases in or at risk of entering the youth justice system. To take responsibility for assessing, planning, supervising and enforcing disposals services for vulnerable children/adults in accordance with national Youth Justice, Social Work and / or Health Care legislation, standards, guidance and local policies and procedures.

To take the role of lead professional when it is in the best interest of the child/young person and family, delivering interventions in a whole family approach.

As part of an integrated service arrangement between Peterborough and Cambridgeshire, the post holder maybe asked to work with a child, young person, or family, living in the neighbouring local authority. This should only occur when it benefits the service user and both councils.

## **Main Duties and Responsibilities:**

### **Key Responsibilities:**

1. To manage a caseload of service users with varied levels of need in accordance with National Standards for Youth Justice, departmental policies and procedures, relevant legislation, guidance and regulations.
2. To complete risk of re-offending, risk of serious harm and safety and well-being assessments on young people engaged in the criminal justice system using nationally recognised evidence-based specialist Assessment tools Asset Plus as required. To make clear and defensible assessments in relation to young people's risk of re-offending, risk to others and risk to the young person and develop associated management plans
3. To prepare high quality pre-sentence reports, Referral Order reports, parenting assessments and reports for other agencies within required deadlines.
4. To prepare, agree and review intervention plans with young people and parents/carers that focus upon reducing risk of re-offending, risks to others and safety and wellbeing.
5. To directly deliver and / or co-ordinate interventions to young people and parents/carers subject to prevention, pre-court outcomes, court orders, bail or remand, sentenced to custody or on licence.
6. 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. To lead on Contextual Safeguarding Plans where in the best interests of the child/young person.
7. To attend and contribute to, and where required chair, review meetings in a variety of settings and institutions such as other local authorities, hospitals and custodial units. working collaboratively with colleagues and a range of partner organisations
8. To support the delivery of youth justice services by attending courts to present reports, to prosecute breaches and to advise the judiciary on matters of bail or remand or other youth justice issues. To sit on and advice referral order panels as an experienced designated YOS Representative
9. To provide advice and support in respect of complex vulnerable young people and their families across the wider Targeted Support Service and area-based quadrant.
10. To work to achieve the specific aims and objectives of the Youth Justice and other Services' Business Plans.

11. To work in partnership with wider children's services, local authority teams and other partnership agencies, which may include Police, Probation, Education, Mental Health Professionals, Substance Misuse Professionals and other relevant bodies.
12. To use the designate case management systems for the recording of confidential information, case records and data and ensure that all relevant records and documents are managed in accordance with policy and procedure.
13. To be fully aware of the principles of safeguarding a range of vulnerable service users and ensure that your line manager is kept fully informed of any concerns and escalations.
14. To promote young people voice and collaboration through feeding back on service delivery, influencing change and developing future services

**Key Accountabilities:**

1. To participate in relevant duty rotas and meetings. Participate in supervision, performance management and development and own professional development.
2. To manage complex situations and challenging behaviours associated with working with vulnerable adults and / or young people
3. To work independently and flexibly, including lone working and, at times, outside of core hours including evening and Saturday/BH Court as necessary, to suit the needs of service users.

**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 post holder.

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.

## Person Specification

**JOB TITLE:** Youth Offending Team Worker      **POST NO:**

**GRADE:** 9      **DEPARTMENT:** Children's Services, People and Community

**HOURS:** 37

**DIVISION:** Early Help, Specialist Support Service      **DIRECTOR:** Lou Williams

**DATE:** 10.12.21      **COMPLETED BY:** Alt Qual Project

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of the core aim(s) of a Youth Justice Services.</li> <li>• Knowledge of legislation, policy and practice relating to work criminal justice and work with young people.</li> <li>• Knowledge of legislation and guidance relating to Safeguarding Children and Young People</li> <li>• Knowledge of assessment processes, case planning and methods of social work intervention</li> <li>• Knowledge of child development, parenting, family environmental factors and the range of issues that impact on the lives of children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SEN and the SEND process</li> <li>• Knowledge of the range of services, which are available to children and families locally and nationally</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate excellent communicate effectively at all levels and through all mediums</li> <li>• Ability to use professional judgement to reach assessment conclusions and apply the concept of 'defensible decision-making' based on detailed, analytical and objective assessments using standardised assessment tools</li> </ul>	<ul style="list-style-type: none"> <li>• Skills in evaluating work practices and in developing innovative approaches</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to manage workload effectively in consultation with the Team Manager</li> <li>• Commitment to working in partnership with other agencies and demonstrate skills in engaging young people</li> <li>• Effective use of IT and Electronic case management</li> <li>• Adaptable, imaginative, creative and flexible in approach to the work</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working with complex vulnerable children/young people and their families</li> <li>• Experience of caseload management, management of risk and taking a lead professional role.</li> <li>• Experience of holding responsibility for workload and of demonstrating initiative and self-motivation</li> <li>• Experience of multi-agency work and the ability to coordinate a multi-agency package of support for young people.</li> <li>• Experience of undertaking holistic assessment including analysis of risk and protective factors.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within the criminal justice system</li> <li>• Experience of court work and writing reports</li> </ul>
<b>QUALIFICATIONS</b>	A relevant degree or professional qualification (e.g. Foundation Degree in Youth Justice, Youth and Community Work)	Relevant professional qualification, (e.g. Social Work Degree, Probation diploma or Youth Justice Degree)
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Able to work evenings and some Saturday and Bank Holidays to cover Court duty.</li> <li>• Current driving licence and access to own insured vehicle for professional use.</li> </ul>	
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities. (A & I)	<ul style="list-style-type: none"> <li>• A knowledge and understanding of discrimination within the criminal justice system</li> </ul>
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care (A & I)	