

Title	Department	Post Ref.
Youth Justice Service Officer (Grade 5)	Children, Families Cultural Services	

Job Purpose

To manage individual cases of service users within the criminal justice system in accordance with National Standards and local policies and procedures

Key Responsibilities

- 1. To work to achieve the specific aims and objectives of the YOT/Family Service Business Plan.
- To be fully aware of the principles of safeguarding as they apply to vulnerable young people in relation to your work role and ensure that your line manager is made aware of and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.
- 3. To assess the needs of selected children and young people using the Youth Justice Board Assessment Framework to deliver intervention programmes to meet identified levels of need and risk.
- 4. To manage an identified caseload of young people in accordance with policies, procedures, practice guidelines and National Standards.
- 5. To enforce statutory court ordered intervention programmes in accordance with National Standards including instigating breach action when required.
- 6. To deliver intervention programmes in support of Final Warnings, statutory orders and preventative initiatives.
- 7. To contribute to the duty arrangements of the YOT, seeing young people by appointment, dealing with in-service and external enquiries, providing support, assistance and information as required, recognising the need to involve other more experienced staff where appropriate.
- 8. To maintain effective liaison and work in partnership with experienced staff or managers, and other agencies, organisations and individuals as required and as appropriate.

Key Accountabilities

- To deliver services within the Service's scheme of delegation for safeguarding children and local safeguarding children board policies.
- 2. To assess and deliver support, intervention, risk management and public protection in line with legislation and local policy.
- 3. To operate within the framework of any professional registration.
- 4. To actively contribute to the professional development of yourself and others.
- 5. To participate fully in supervision, appraisals (EPDR), and practice observations, as part of personal development and support.
- 6. To maintain a current knowledge and awareness of legislation, policy, procedure and practice in the post holder's field of work.
- 7. To attend court hearings and participate in meetings, case conferences, reviews, planning meetings and other forums as required and appropriate.
- 8. To prepare reports for Referral Order Panels and other such meetings as required and assist in the preparation of Pre-Sentence reports as appropriate.
- 9. To visit young people at home and other external venues as appropriate in accordance with National Standards and other Policy, Practice, Procedures.
- 10. To ensure all services delivered take into account diversity and social justice.

Key Responsibilities – continued

- 9. To keep up to date case notes on the Service's database ensuring that all relevant records and documents are managed in accordance with policy and guidance.
- 10. To attend team meetings and whole Service events.
- 11. To work flexibly to meet service user need including unsocial hours as required.

The post holder will perform any duty or task that is appropriate for the role described

Person Specification

Education and Knowledge

- 1. Educated GCSE level C or equivalent and proven ability within a previous work setting.
- 2. Full driving licence (unless registered disabled)

Experience

11. A minimum of two years of experience in working with children/young people and their families with complex needs or experience in a related discipline.

Personal skills and general competencies

- 3. A high level of personal drive and commitment to excellent customer care.
- 4. Strong interpersonal skills with a range of people including young people and their families, providers, colleagues, and managers.
- 5. Ability to make decisions and solve problems to meet operational targets.
- 6. Ability to meet agreed objectives and delivery targets by the effective use of resources.
- 7. Basic information technology skills including use of databases and word processing.
- 8. Undertake any necessary administrative duties.
- 9. Ensures the County Council's policies for fairness and respect are delivered including setting high personal standards.
- 10. Takes an active role in managing risk, health and safety and safeguarding issues

Role Dimensions

- 12. Managing a case load of children/young people allocated within the Youth Justice Service
- 13. Handling of petty cash to the value of £30.