

<b>Title</b> <b>Youth Justice Service Officer (Grade 5)</b>	<b>Department of</b> <b>Children and Families Services</b>	<b>Children</b> <b>Post Ref.</b>
<b>Job Purpose</b> <i>To manage individual cases of service users within the criminal justice system in accordance with National Standards and local policies and procedures</i>		
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>1. To work to achieve the specific aims of the YJStrategy.</li> <li>2. 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.</li> <li>3. To assess the needs of children and young people using the Youth Justice Board Assessment Framework to deliver intervention programmes to meet identified levels of risk, need and safety and wellbeing.</li> <li>4. To manage a caseload of young people in accordance with policies, procedures and National Standards.</li> <li>5. To enforce statutory orders including instigating breach action when required.</li> <li>6. To deliver intervention programmes to support statutory orders and preventative initiatives.</li> <li>7. To contribute to the duty arrangements of the Youth Justice Service, 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.</li> <li>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.</li> <li>9. To keep electronic case records up to date ensuring that all relevant records and documents are managed in accordance with policy and guidance.</li> </ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"> <li>1. To deliver services within the Service's scheme of delegation for safeguarding children and local safeguarding children partnership policies.</li> <li>2. To assess and deliver support, intervention, risk management and public protection in line with legislation and local policy.</li> <li>3. To operate within the framework of any professional registration.</li> <li>4. To actively contribute to the professional development of yourself and others.</li> <li>5. To participate fully in supervision, appraisals (EPDR), and practice observations, as part of personal development and support.</li> <li>6. To maintain a current knowledge and awareness of legislation, policy, procedure and practice in the post holder's field of work.</li> <li>7. To attend court hearings and participate in meetings, case conferences, reviews, planning meetings and other forums as required and appropriate.</li> <li>8. To prepare reports as required and assist in the preparation of Pre-Sentence reports as appropriate.</li> <li>9. To visit young people at home and other external venues as appropriate in accordance with locally agreed policy and procedures and National Standards.</li> <li>10. To ensure all services delivered take into account diversity and social justice.</li> </ol>	

10. To attend team meetings and whole Service events. 11. To work flexibly to meet service user need including unsocial hours as required.	
<b>The post holder will perform any duty or task that is appropriate for the role described</b>	

<b>Person Specification</b>	
<b>Education and Knowledge</b>  1. Educated GCSE level C or equivalent and proven ability within a previous work setting.  2. Full driving licence (unless registered disabled)	<b>Personal skills and general competencies</b>  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
<b>Experience</b>  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.	
<b>Role Dimensions</b>  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.	

Date 7/10/2020