



## Role Profile

Job Title: Youth <b>Justice Service</b> Officer	Grade/ Level: M	Post Number:
Directorate: Children's Services Youth <b>Justice Service</b>	Job Family: Drugs and Crime	Date Prepared:

**Role reports to (Job Title):** **YJS Team Manager**

### Job Purpose:

To work with children and young people and their families to prevent re-offending.

### Key Accountabilities:

1. Carry out assessments of **children**/young people to identify their needs and suitable intervention programmes to reduce re-offending.
2. Identify and provide an appropriate intervention programme, making referrals and liaise with agencies as appropriate to provide support for the young person.
3. Supervise **children**/ young people on Court Orders and monitor and review their progress to ensure compliance.
4. Attend court and make recommendations on appropriate sentencing, either written or verbal, to ensure that all information is available.
5. Carry out Bail and Remand duties, making recommendations on conditions (following assessment procedures), and ensure adequate safeguarding of **children**/ young people going into accommodation or custody.
6. Carry out duty officer responsibilities on a rota basis to provide first line advice and professional support on any operational matters.
7. Prepare RO reports and attend RO panels if required, providing advice to community volunteer panel members.
8. Plan, facilitate or deliver groupwork programmes in specialist areas as required.
9. Use established case management recording systems in order to provide timely and accurate information for case recording and management needs.
10. To undertake any other duties that can be accommodated within the grading of the post.

Job Scope: No & type of jobs Managed: N/A	Job Scope: N/A
Typical tasks supervised/allocated to others:	Budget:  Assets:

**Knowledge & Experience:**

- PCEP qualification or other relevant youth justice qualification.
- Substantial experience of working with young people and their families in a social services, Education, Health or other main agency setting.
- Knowledge of child protection procedures and challenging behaviour programmes.
- Knowledge of relevant legislation and criminal justice policies.
- Ability to work on own initiative.
- Ability to deal with families in crisis and sensitive issues which can impact on emotional and physical well-being.
- Aware of diversity and cultural differences.
- Current driving licence and use of vehicle or have equivalent mobility
- May be required to carry out lone working and working in non-office environments including visiting young people in their homes.
- Needs to have skills in dealing with young people who sometimes present challenging behaviour.
- Needs to be able to work flexible and unsocial hours, including some evenings and weekends as required.

**Decision Making:**

- Need to respond to court and make decisions on remands and appropriate sentencing on request from Magistrates.
- Recommend and progress referrals under child protection procedures.
- Make assessments on a young person and develop appropriate intervention plan aimed at keeping the young person safe and diverted from offending.
- Plan, organise and deliver supervision arrangements appropriate to individual needs.

**Contacts and Relationships:**

Written Communication

Produces reports and recommendation for courts and panels, corresponds with young people and their families and with other agencies by letter and e-mail. Completes various forms including referral forms and breach proceedings.

Verbal communication

Has telephone and face to face contact with young people and their families on sensitive issues. Liaises with partner agencies both statutory and from the voluntary sector on arranging interventions for young people. Presents recommendations to court and provides advice and guidance to volunteer panels as and when required. Consults with the Local Authority and other agencies around potential remand into Care.

Contacts

Has wide ranging contacts at various levels which include other departments and professions within the Council such as social workers and housing officials, as well as the magistrate and high courts, judges, solicitors, police, probation, Crown Prosecution Service and prisons.

**Creativity & Innovation:**

- Need to be innovative in developing a programme to engage the young person and help them realise the consequences of their actions and change behaviour.
- Need to look at the individuals learning style to determine an effective intervention and then source appropriate support or resources.
- Constantly challenge the way of work and develop new ways of working to get the most out of projects and young people.

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: