



## Role Profile

<b>Job Title:</b> Youth Justice Service Officer	<b>Grade/ Level:</b> M	<b>Post Number:</b> DR1511/ SS834
<b>Directorate:</b> Children's Services Youth Justice Service	<b>Job Family:</b> Drugs and Crime	<b>Date Prepared:</b> May 2022

**Role reports to:** YJS Team Manager

### **Job Purpose:**

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

### **Key Accountabilities:**

- Carry out assessments (including risk) of children/ young people to identify their needs and suitable intervention programmes, including reparation, to reduce re-offending.
- Identify and provide an appropriate intervention programme, making referrals and liaise with agencies as appropriate to provide support for the child/ young person and ensure that volunteers are available for panels, reparation, AA, mentoring and one-to-one support roles.
- Supervise children/ young people and monitor and review their progress to ensure compliance, making use of RJ practices where appropriate and prepare reports as required.
- Attend Court and make recommendations on appropriate sentencing, cover bail and remand, and ensure that all information is available.
- Prepare RO reports and attend RO panels if required, providing advice to community volunteer panel members.
- Plan, facilitate or deliver groupwork programmes in specialist areas as required, directly supervise community volunteers ensuring safe and effective practices.
- Use appropriate recording systems, including CareDirector and ChildView, in order to provide timely and accurate information for case recording and management needs.
- Carry out YJS responsibilities in support of the wider aims and objectives of the YJS.
- To undertake any other duties that can be accommodated within the grading of the post.

**Supplementary Accountabilities:**

- Contribute to quality assurance audits.

**Job Scope:**

No & type of jobs Managed:

- N/A

Typical tasks supervised/allocated to others:

- N/A

**Job Scope:**

Budget: N/A

Assets: N/A

**Knowledge & Experience:**

- PCEP qualification or other relevant youth justice qualification.
- Substantial experience of working with children/ 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 children/ young people in their homes.
- Needs to have skills in dealing with children/ young people who sometimes present challenging behaviour.
- Needs to be able to work flexible and unsocial hours.
- Knowledge of RJ processes.

**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 child/ young person and develop appropriate intervention plan aimed at keeping the child/ 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 children/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 children/ 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 child/ 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 children/ 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: