



Role Profile

Job Title: Youth Offending Team Officer	Grade/ Level: M	Post Number: DR1511/ SS834
Directorate: Children's Services Youth Offending Team	Job Family: Drugs and Crime	Date Prepared: March 2006

Role reports to (Job Title): Operational Manager

*Please attach an organisation chart showing where this job reports within the structure.

Job Purpose:

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

Key Accountabilities:

1. Carry out assessments (including risk) of young people to identify their needs and suitable intervention programmes, including reparation, 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 and ensure that volunteers are available for panels, reparation, AA, mentoring and one-to-one support roles.
3. Supervise young people and monitor and review their progress to ensure compliance, making use of RJ practices where appropriate and prepare reports as required.
4. Attend Court and make recommendations on appropriate sentencing, cover bail and remand, and ensure that all information is available.
5. Carry out YOT responsibilities in support of the wider aims and objectives of the YOT.
6. Plan, facilitate or deliver groupwork programmes in specialist areas as required, directly supervise community volunteers ensuring safe and effective practices.
7. Use appropriate recording systems, including ICS and CV, in order to provide timely and accurate information for case recording and management needs.
8. To organise, attend and facilitate training (including meetings) for all roles including Appropriate Adult as required. This will include some evening and weekend work.
9. To undertake any other duties that can be accommodated within the grading of the post.

Supplementary Accountabilities:

1. Contribute to quality assurance audits.

Job Scope: No & type of jobs Managed:
N/A

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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.
- Knowledge of RJ processes.

Decision Making:

- Need to respond to Court and make decisions on remands to custody, bail or appropriate sentencing on request from Magistrates.
- Recommend or secure 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 youth detention accommodation.

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.

Job Specific Competencies:

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, "is what I am doing in the best interests of Swindon and its people,"?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

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: