

Job Description



Job Title: Youth Justice Officer	Service Area: Youth Offending and Legal Intervention	
Directorate: Children & Young People's Service – Intensive Services	Post Number: tbc	Evaluation Number:
Grade: PO3	Date last updated: April 2011	

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

SERVICE REDESIGN

Joined up horizontal working, integrated multidisciplinary delivery and matrix management. These are just a few of our initiatives which centre our services around the child or family to ensure "one family, one plan".

Staff are required to work in accordance with these values, breaking down traditional silos and improving outcomes for children through more holistic and early intervention and the rapid delivery of effective intensive interventions to children, young people and families with identified safeguarding needs.

Overall Purpose of Job

To contribute to the provision of effective and high quality multi-agency youth justice service provisions, in preventing and reducing offending by children and young people within a 'risk led' youth offending service framework.

To fulfil a full range of case management responsibilities associated with work with predominantly high and medium risk young people including those subject to ISSP. This to include undertaking a full range of Assessment, Planning, Intervention and Supervision (APIS) responsibilities with the specific aim of reducing and preventing offending and improving outcomes for all YOT service users (young people, parents, victims). To participate in the delivery of a wide range of YOT programmes, including on an individual and group work basis.

To contribute to the provision of high quality court services, including the provision of a

comprehensive court service to Newham Youth and Crown Courts, the provision of high quality court reports (written and verbal) and the provision of effective bail and remand services.

Job Context

1. The postholder reports to the Team Manager – Youth Justice.
2. The postholder has no direct line management responsibility but will be expected to provide day to day support and case supervision to YOT Support Workers, sessional workers and volunteers as appropriate associated with the joint delivery of specified YOT court/interventions work.
3. The postholder has no budgetary responsibility.
4. The postholder may be required to work evenings, weekends and occasional public holidays.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. Contribute to the provision of high quality YOT court/interventions services including attending and representing the YOT as a specified YOT court/interventions officer at both Youth and Crown Court and undertaking bail and remand assessments as required.
2. Fulfil a comprehensive range of case management responsibilities for predominantly high and medium risk young people including those young people subject to ISS, those young people in a custodial setting and those young people subject to custodial licence to the standards identified by the YJB and the YOT Management Board.
3. Undertake assessments of risk and need using prescribed assessment tools and prepare high quality court reports (PSRs, Same Day Reports, Stand Downs) and reports for Referral Order Panels. Devise, implement and review intervention plans and make necessary referrals to support agencies to ensure effective delivery of this intervention plan.
4. Devise and implement Risk Management and Vulnerability Management Plans and attend YOT and multi agency risk panels to plan for the effective management of high risk young people.
5. Devise and deliver a range of YOT interventions – including both individual and group work programmes – and be responsible for the enforcement of orders where young offenders fail to comply (breach).; make necessary referrals to

support agencies to ensure effective resettlement of a young person from custody to the community.

6. Work to achieve the aims of the service wide youth justice plan and relevant team plans. Work to the clearly defined YOT policies and procedures – both those relating to your core service areas but also YOT wide policies. Work to the clearly defined YOT performance management and quality assurance processes including in particular the effective implementation of YOT APIS processes (Assessment, Planning, Intervention, Review and Supervision).
7. Provide day to day support and case supervision for YOT Support Officers, sessional workers and volunteers who are jointly working towards achieving the aims of the YOT associated with individual/group programme delivery.
8. Develop and maintain operational links with a range of agencies to ensure effective multi-agency working to achieve the joint aims of the partners involved.
9. Assist with the induction of new staff (e.g. providing shadowing opportunities to demonstrate duties).
10. Contribute to maintaining the safety and security of service users and visitors and their belongings.
11. Be responsible for the accurate and up to date maintenance of records and files in accordance with Youth Offending Service procedures and Data Protection legislation using the dedicated YOT databases and associated recording procedures.
12. Take responsibility in conjunction with the Group/Team Manager for your professional development ensuring that knowledge, skills and competencies are up to date and relevant to the effective achievement of the key tasks identified.
13. Undertake such other duties as may be determined within the general scope of this post.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA

METHOD OF ASSESSMENT

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KNOWLEDGE:

Understanding of the youth justice system – especially relating to the youth court, ISS and Restorative Justice and associated legislation including (pending) 2009 Criminal Justice and Immigration Act; 2003 Dangerousness Legislation; 1998 Criminal Justice Act and anticipated national developments.

Application Form/Interview

<p>Knowledge and understanding of child and adolescent development associated relevant childcare legislation including Children’s Act 2004 and 1989 and anticipated national developments.</p> <p>Good knowledge of risk factors associated with youth crime in order to address the offending behaviour of first time and low to high risk young offenders and an understanding of the type of programmes that might be effective in impacting on the risk of future offending.</p> <p>An understanding of the risk and protective factors associated with risk of offending, re-offending, serious harm to others and individual vulnerability and associated public protection and safeguarding procedures.</p> <p>Knowledge of other agencies/services involved with young people, gained through previous experience of working with children and young people or similar (e.g. CYPS, police, probation, schools, criminal justice, youth work).</p> <p>Knowledge and understanding of working in a diverse inner city environment including working with young people from a wide range of ethnic communities</p> <p>General working knowledge of IT such as Word and Excel (or equivalent packages) (e.g. use of database systems to record information).</p>	<p>Application Form/Interview</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p>EXPERIENCE:</p> <p>Experience of direct work with young people and their families at risk of offending or involved in offending or in an associated public sector setting.</p> <p>Experience of working in a multi racial, multicultural inner city area.</p> <p>Experience of working in a criminal justice setting (e.g. Youth Offending Team, Probation, Police).</p> <p>Experience of writing complex and formal reports for a variety of audiences.</p> <p>Experience of working in a multi-agency/public/voluntary sector setting.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>

<p>Experience of performing complex case management tasks including assessment, intervention planning, intervention delivery and associated case management recording.</p>	<p>Application Form/Interview/Test</p>
<p>SKILLS AND ABILITIES:</p> <p>Ability to effectively and competently represent the YOT in a range of formal settings particularly the court environment gaining the confidence of sentence passers in the services provided by the youth offending service.</p> <p>Excellent report writing skills showing ability to clearly sift large amounts of information from a range of sources and providing a concise analysis of the risks and needs of the young person and the appropriate actions to be undertaken by the YOT.</p> <p>Well developed assessment skills with the ability to clearly differentiate and articulate types of risk and need and provide the appropriate strategies for the management and reduction of risk.</p> <p>Skills in managing high risk and chaotic young people demonstrating excellent interpersonal and communication skills in order to engage, provide clear and concise specialist advice and guidance to a range of clients and to influence the actions of others, and negotiate, persuade clients to adopt a particular course of action, such as persuading youth offenders to take responsibility for their personal programme.</p> <p>Well developed skills in delivering a range of interventions particularly to high and medium risk young people – including the ability to deliver both individual and group work based programmes creatively to meet the identified risks and needs arising from the assessment.</p> <p>Range of IT skills in order to effectively maintain young people’s records, and produce reports for panels/breaches.</p> <p>Good organisational skills with the ability to prioritise workload, meet immovable deadlines and to respond to unanticipated problems/requirements.</p>	<p>Application Form/Interview</p> <p>Interview/Test</p> <p>Interview/Test</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Interview/Test</p> <p>Interview/Test</p>

<p>Ability to gain the trust and respect of other professionals in order to be able to secure and develop partnership working.</p> <p>The ability to act in an appropriate manner and with discretion in respect of managing confidential and sensitive information.</p> <p>The ability to pass knowledge and skills to other key (and new) staff in order to maximise the learning environment of the YOT.</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p>
<p>QUALIFICATIONS:</p> <p>Professional Qualification relevant to working within youth justice environment.</p> <p>e.g. BSW/MSW/DIPSW/CQSW/Degree or Diploma in Community Justice or associated Police/ Probation/Youth Work Qualification.</p>	<p>Application Form/Interview/Certificate</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>This post is subject to an enhanced CRB check.</p> <p>This post is exempt from The Rehabilitation of Offenders Act (1974).</p>	<p>Completion of Enhanced CRB check at clearance stage.</p>