

 <b>WOKINGHAM</b> BOROUGH COUNCIL	<b>Job Description</b>		<b>Job Reference:</b>
<b>Job Title:</b>	Youth Justice Worker		
<b>Service:</b>	Children's Services	<b>Team:</b>	Youth Offending Service
<b>Location:</b>	Youth Offending Service Office, Wokingham		
<b>Reports to:</b>	Youth Offending Service Assistant Team Manager		
<b>Grade:</b>	<b>Type of position:</b>	<b>Hours per Week:</b>	
Grade 7	Permanent, Full-time	37	
<p>This job description has been designed to indicate the general nature and level of work performed by employees within this post. It is not designed to contain or be interpreted as an inventory of all duties, responsibilities and outputs required of employees assigned to the role.</p>			
<p style="text-align: center;"><b><u>Service Purpose</u></b></p>			
<p>The overall purpose of the Youth Offending service is to prevent young people offending and once in the Criminal Justice Service to accurately assess and offer high quality interventions to young people to reduce crime and to protect victims, in order to increase public safety.</p> <p>The YOS service will also contribute to the overall safeguarding of children working in partnership with other services within Wokingham and other agencies.</p>			

## **General Description of the Job**

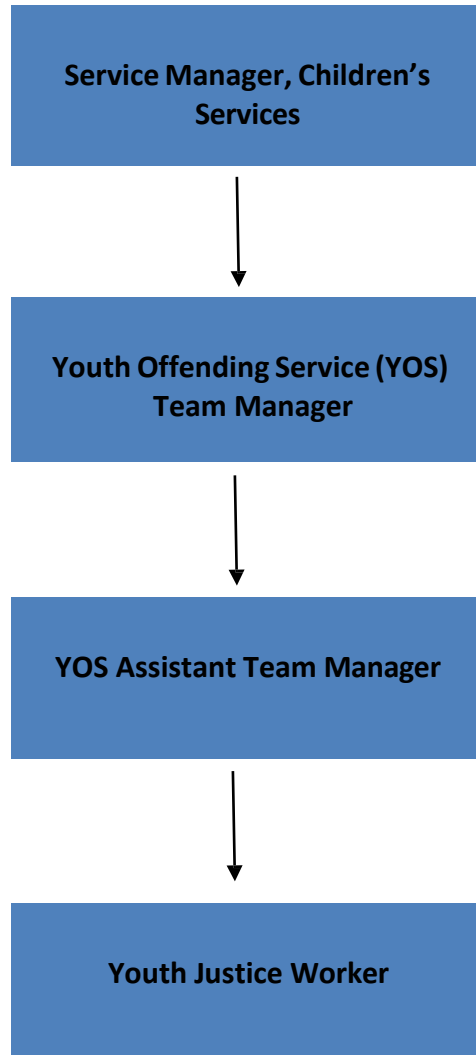
As a youth justice worker you will be responsible for the assessment, support and delivery of interventions offered to children and their families to prevent the commission of offences; further harm to or from the children and the wider community. The YOS is a multi-agency service and you will be required to work with partners both internally and externally to ensure that we assess the risks and needs of those children and their families effectively, share information appropriately and offer robust interventions with evidenced outcomes.

You will work with children identified at risk of offending or potentially those at risk of exploitation and develop creative, relationship based interventions utilising the latest evidence based practice. You will represent the service in Court and ensure that the YOS functions are delivered effectively within the Criminal Justice system as defined within the relevant legislation, National Standards and best practice guidance. You will assess and supervise those arrested and sanctioned either through pre- or post- court disposals, ensuring good quality provision and recording.

As a member of a small team you will be expected to work collaboratively and be able to cover the overall work of the team to ensure effective service delivery. You will have a lead role in particular areas of work within YOS and as such you will be required to lead on the development, delivery and quality of this area of work and ensure outcomes are recorded effectively. Lead roles will be in the following (not exhaustive list);

- Prevention and diversion- including schools and community work
- Contextual safeguarding-including RHI's and missing children response
- Court and statutory criminal justice interventions
- Victim work, restorative justice and reparation

## Organisation Chart



<b><u>Main Accountabilities of the post</u></b>	
1.	To complete good quality assessments of risk and need with young people and their families referred through to the YOS either for prevention or as a result of an arrest, charge or conviction. To ensure these assessments are recorded utilising the appropriate systems and tools.
2.	To develop and provide effective interventions with children and their families that meet their needs, address extra familial harm to reduce the risks of offending and improve outcomes. To ensure that National Standards are followed and best practice guidance met when working with children and their families.
3.	To contribute to the development of new programmes and projects using evidence- based practice and deliver these either through 1-1 or group work interventions, ensuring effective recording.
4.	To represent the YOS in Police, Court, and community settings, prepare Pre-sentence, Referral Order, Victim Personal Statements and any other reports according to National Standards and good practice guidance.
5.	To attend multi agency forums and work with both statutory and voluntary agencies responsively in order to devise innovative and creative strategies to prevent or reduce offending behaviour and reduce those risks posed to young people within their communities.
6.	To offer restorative practice and reparation opportunities either as a direct outcome of offending or as part of interventions to support reintegration within families and communities.
7.	To ensure that public protection is at the heart of our work where victim led processes fully support victims of crime.
8.	To respond to missing episodes and ensure return to home interviews are offered, completed and recorded within the required timescales.
9..	To follow all policies and procedures and work in accordance within WBC's values in order to meet the needs of children, young people and families in the Wokingham Borough.
9.	To promote and safeguard the welfare of children who live or access services in, or who are looked after by, Wokingham Borough Council.
10.	Contribute to the team's duty systems as appropriate, such as office and Court Duty as well as appropriate adult in PACE interviews.
11.	Keep accurate, clear records using relevant software systems, contributing to agreed performance indicators and producing relevant data as required by the management information system of the YS.
12.	To work flexibly with and some unsociable hours (including weekends) according to the team's requirements in order to provide the most effective staff cover to represent the service and deliver interventions effectively.
13.	To undertake any other duties as required commensurate with the post.
<b><u>Additional Corporate Responsibilities</u></b>	
1.	<b>High Support, High Challenge:</b> To ensure that you bring forward your good ideas, to challenge areas where the Council can improve, and to contribute to the Council's ongoing success.
2.	<b>Values Profile:</b> To follow the principles set out in the <u>Employee Values Profile</u> .
3.	<b>Health and Safety:</b> Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.
4.	<b>Equal Opportunities:</b> To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practises.
5.	<b>Safeguarding responsibilities:</b> At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

6.

**Special factors:**

Ability to travel to a variety of locations in the borough, work flexibly as the service requires; to include some evening and weekend work.

<b><u>Scope</u></b>		
<b>Resources:</b>	Facilities, equipment or systems within overall span of control	<ul style="list-style-type: none"> <li>– Council equipment specific to provide targeted activities for YOS young people; on main council premises</li> <li>– Equipment and materials to deliver YOS services</li> <li>– General council ICT equipment</li> </ul>
<b>DBS Check required:</b>	Yes	

<b><u>Person Specification</u></b>		
<b>Qualifications/Training</b>	<b>Essential</b>	<b>Desirable</b>
- Professional qualification relevant to Social care/Health/Education/Police/Probation and a record of continuous professional development.	X	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
- Experience of working with young people who display challenging, risky or offending behaviours.	X	
- Experience of undertaking assessments and developing relevant intervention plans personal to young people.	X	
- Experience of assessing and case managing young people who are at risk of offending, to the public or themselves, or at risk of harm.		X
- Experience of working collaboratively with professionals to enable effective joint working and positive outcomes for young people and their families.	X	
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
- To have a clear understanding of the Criminal Justice System as it relates to young people.		X
- Working knowledge of Child Protection Procedures and Safeguarding.	X	
- Knowledge of challenges faced relating to equality and diversity, and how to ensure good practice in relation to these.		X

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Technical Skills	Essential	Desirable
<ul style="list-style-type: none"> <li>- Ability to organise own workload, prioritizing and ensuring work is delivered on time.</li> <li>- Ability to write and present reports (Referral Order panel reports and Court reports) in court settings.</li> <li>- Commitment and ability to work in a multi-agency team.</li> <li>- Ability to keep accurate, clear and concise records, including ability to analyse information using software systems both electronic and manual.</li> <li>- To develop and implement appropriate innovative and creative initiatives/tools to use with young people and their families.</li> <li>- To work with staff and managers at all levels and across disciplines, to conduct assessment and design intervention plans to address offending behaviour.</li> <li>- Demonstrates excellent oral and written communication skills.</li> <li>- Ability to work with young people who misuse substances, are prolific offenders and display anti-social behaviour.</li> <li>- Ability to manage and prioritise competing demands and capacity to use supervision effectively.</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>