



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Youth Justice Worker (qualified)
Service	Children Services
Team	Prevention and Youth Justice Service
Location	The Courthouse, Erfstadt Court, Wokingham, RG40 2YF
Reports to	Assistant Team Manager
Responsible for	N/A
Grade	Grade 7
Contract Type	Permanent/Fixed term

Main Accountabilities	
1.	To supervise a mix caseload of up to 15 children at any one time, including statutory, diversion and prevention cases. This includes the effective management of the three safety domains with focus on victim safety.
2.	To act as Appropriate Adult in PACE interviews and complete Return Home Interviews for Wokingham children that have been missing.
3.	To complete good quality and timely assessments, write Out of Court Resolution Screening reports, Referral Order and Pre-Sentence Reports.
4.	To co-produce with children effective, tailored and responsive intervention plan and deliver interventions underpinned by child first, relational and trauma responsive approaches.
5.	To keep timely, accurate and effective records for each case.
6.	To deliver group work and workshops to children and parents.
7.	To act as Court officer and Duty Officer in line with service standards and guidance.





Person Specification	Essential	Desirable
Education/Qualifications	Professional Certificate in Youth Justice Professional Qualification in Probation Degree in Social Work, Psychology or Law	Systemic Practice certificate Child First qualification
Experience	Working with children or adults within a criminal justice setting. And/or Working with children in a statutory capacity within children social care Working in multi-agency settings, sharing information and contributing to shared plans and goals to improve outcomes for children and families	Experience of supporting children at risk of or victims of exploitation and serious violence.
Skills/Knowledge	Analytical skills to be able to assess the facts and context presented by each child and family Report writing skills to be able to write reports for a variety of audiences, breaking down and summarising complex concepts and using good English Knowledge of relevant youth criminal justice legislation, including victims' code Knowledge of the Youth Justice Board case management guidance Knowledge of the Child First framework Knowledge and experience of systemic and trauma responsive approaches to support children, families and victims Ability to work in a high paced environment, juggling various responsibilities simultaneously while working towards tight deadlines. Manages own time and prioritises work and supports other colleagues to meet agreed deadlines.	Has initiative and is motivated to explore creative and innovative approaches. Sets challenging goals for self and others and identifies opportunities and barriers and deals with them to achieve service delivery and development.





	Keeps accurate, timely and effective records and understands the importance of this aspect of the job.	
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Purpose Details	
Service Purpose	To prevent children's (re) offending and support victims of crime.
Role Purpose	You will support children's shift to a pro-social identity to prevent them from (re) offending. You will supervise children and support victims to ensure we keep children, victims and communities safe.

Supervision and Relationships	
Supervision Received	You will be supervised by the assistant team manager
Supervision Given	n/a
Contacts	

Resources/Budget Management
No budget responsibilities.

Special Requirements
Enhanced DBS Occasional evening and weekend work may be required Valid driving licence Access to a car every day

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N





Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	Y
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Hybrid-Office, Home, Community

Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	Y
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Children Enhanced
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)





Re-checks

N/A

Evaluation Declaration

Date of Evaluation:

19/02/2026

Evaluated by:

HR Panel

