

DARLINGTON BOROUGH COUNCIL
CHILDRENS AND ADULTS SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Reparation Worker
<u>GRADE :</u>	Grade L
<u>JOB EVALUATION NO.</u>	C2178
<u>REPORTING RELATIONSHIP</u>	Restorative Justice Officer / Operations Manager
<u>JOB PURPOSE :</u>	To work with disengaged young people by assisting in the development and delivery of reparation programmes restorative justice interventions & positive activities, both on a one-to-one and group basis. The post will include evening and weekend working.
<u>POST NO.</u>	D11929
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. To carry out all duties in a way that is consistent with:-
 - the overall aim of prevention of offending by young people (Crime and Disorder Act 1998 Section 31 (1))
 - where appropriate, in accordance with Youth Justice Board National Standards including the key elements of Effective Practice.
2. To assist in the development and delivery of reparation programmes and Positive activities, both on a one-to-one and group basis.
3. To undertake and deliver any training relevant to the post. e.g. Key Elements of Effective Practice, First aid and Risk assessments
4. To carry out Risk assessment of projects in line with YOS policies, procedures and Health & Safety requirements.
5. To ensure all relevant personal safety equipment is maintained to high standard and that the relevant equipment is available
6. To provide a service to colleagues in the execution of their duties in relation to the completion Reparation hours & Positive activities
7. To work closely with all the partner agencies and other related agencies to meet the aims and objectives of the organisation.

8. To maintain appropriate case records on the IT client database and/or manual record as appropriate in accordance with agreed standards and procedures. E.g. complying with the key elements of Effective Practice
9. To administer 1st aid when required.
10. To work flexibly to meet the demands of the post that will include evening and weekend work, particularly on Friday & Saturday evenings.
11. To ensure accurate and timely data entry of information on all databases used by the Youth Offending Service
12. To liaise with outside agencies and officers from other departments as required.
13. To undertake tasks, as directed, which may be of a sensitive and confidential nature.
14. To be an effective and flexible member of staff to ensure the Darlington Youth Offending Service meets the demands made upon it.
15. To carry out your duties with full regard to the Council's Equality Policy and Race Equality Scheme.
16. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
17. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
18. Carry out your role in line with the Council's Equality agenda.
19. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
20. Any other duties of a similar nature related to this post that may be required from time-to-time.
21. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
22. You are required to safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
23. This post has a high level of contact with, and responsibility for, children
24. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
25. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council

Date: July 2018

DARLINGTON BOROUGH COUNCIL

CHILDRENS AND ADULTS SERVICES

PERSON SPECIFICATION

REPARATION WORKER

POST NO D11929

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	Minimum requirement of 4 GCSE's (A-C) or equivalent.	E	
2	To have a first aid qualification and risk assessment training (further training will be given).		D
Experience & Knowledge			
3	At least 3 years of working with disengaged young people in a community setting	E	
4	Awareness of the issues raised by working with young people	E	
5	Awareness of issues relevant to the work of Youth Offending Services, i.e. crime prevention, substance misuse issues & accommodation	E	
6	Awareness of the confidential nature of the work.	E	
7	Understanding of Restorative Justice and principles.	E	
8	Knowledge of the delivery process in relation to Reparation & positive activities including risk assessments	E	
9	Knowledge and understanding of relevant legislation and guidance e.g. Children Act 1989, Crime and Disorder Act 1998.		D
10	Experience of working effectively with different agencies.		D
11	Experience of using I.T and client database systems.		D
12	Experience of developing and delivering reparation projects		D
Skills			
13	Practical DIY skills e.g painting, woodwork, gardening to support young people in these types of schemes/work	E	
14	Ability to act in a confident manner when supervising young people in both a group and one to one situation.	E	
15	Ability to present an appropriate and credible role model to both young people and the community.	E	

16	An ability to motivate and mentor young people	E	
17	Ability to make considered decisions. Flexible and adaptable approach to work which will include evenings and weekends	E	
18	The ability to work on ones own initiative.	E	
19	Good listening & communication skills.	E	
20	The ability to present as a positive role model for Young people	E	
21	The ability to maintain accurate records	E	
Special Requirements			
22	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
23	Interest in working with children to promote their development and educational needs.	E	
24	Ability to form and maintain appropriate relationships and personal boundaries with children.	E	
25	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	
26	Suitability to work with children.	E	