



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Youth Justice Officer

GRADE: Band 5 - 7 CG

RESPONSIBLE TO: Operations Manager - Youth Justice Service

RESPONSIBLE FOR:

Overall Objectives of the Post:

To prevent offending by children and young persons already known to criminal justice agencies, or who are identified as being at risk of offending.

Key Tasks of the Post:

1. *You will be responsible for providing a service to Courts and to Referral Order Panels. You will:*

- Undertake comprehensive assessments/risk assessments on young people in contact with the Youth Offending Service.
- Prepare pre-sentence and other written reports for the courts and panels.
- Undertake court duty and represent the Youth Offending Service in the court arena.

2. *You will be responsible for supervising young people who are in contact with the Youth Offending Service. You will:*

- Manage a statutory caseload, which may include community-based orders, through care and post release work.
- Deliver/oversee the delivery of a range of intervention programmes with young people (and their families) designed to address and prevent further offending.
- Make full and appropriate use of resources available within the Youth Offending Service, and provided by external agencies, in working effectively with young offenders.
- Work towards adherence to National Standards and Youth Offending Service policies and procedures.

3. *You will be an effective member of the Youth Offending Service. You will:*

- Promote integrated inter-agency responses to youth offending through active membership of the Youth Offending Service.
- Contribute to the monitoring and evaluation of the Youth Offending Service's work.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: SC/CL

Date: 29.11.18