

Job Description

Directorate: Children Education and Skills

Division: Youth Justice Service

Post Title: Youth Justice Officer (KK364)

Evaluation: 519 Points **Grade: N7**

Responsible to: Team Manager

Responsible for: N/A

Job Purpose: To act as a case manager and deliver a range of interventions designed to address the assessed needs of children and young people receiving the Youth Justice Service.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To undertake youth justice and agency assessments, including risk and vulnerability as directed by the Team Manager.
- 2 To design and deliver individually tailored packages of support and intervention to address the assessed needs of children/young people receiving the Youth Justice Service.
- 3 To give direct service and assistance to service users and also provide assistance to the work carried out by social workers and other partner agencies.
- 4 To coordinate and oversee the delivery of multi-agency packages of intervention.
- 5 To keep accurate and timely records either on an IT client information system or in manual written case files, including case records and other data for the purpose of monitoring, evaluation and reporting.
- 6 To contribute to appropriate training and support to sessional workers and volunteers as required.
- 7 To participate in Youth Justice Service project activity.
- 8 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
- 9 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.