CHILD AND ADULT SERVICES DEPARTMENT

**JOB DESCRIPTION**

**JOB TITLE:** YOUTH JUSTICE SERVICE OFFICER – SR 107145

**DIVISION:** CHILD & ADULT SERVICES (Youth Justice Service)

**GRADE:** BAND 7 TO BAND 9 (DEVELOPMENT SCHEME)

**RESPONSIBLE TO:** SENIOR YOUTH JUSTICE OFFICER

**POST REFERENCE:**  107145

**Purpose of post**

To reduce offending by children and young people through assessment and the delivery of interventions and services as part of a Multi-Agency Youth Justice Service to achieve the following objectives:

* The swift administration of justice
* Prevention of offending and re-offending
* Work within the principles of the Restorative Justice process to address the needs of victims
* To adhere to Youth Justice Board National Standards
* Act efficiently and effectively when enforcement action is required
* Assessment and intervention to address and manage the risk factors that predispose young people to offending, harmful behaviour and safeguarding concerns
* Reinforce the responsibilities of parents as part of a ‘whole family’ approach

To bring about reductions in the levels of First Time Entrants, youth offending and re-offending, alongside secure remands and custody, through the provision of professional support and intervention to targeted and referred young people identified as either at risk of offending/reoffending or currently on an Out of Court Disposal or Court order.

To ensure that all statutory duties within the remit of the post are met and the service operates within all National Standards relating to youth justice services.

All staff will be expected to consider their role in the context of the objectives that the Department is working towards and to contribute constructively to the continuous improvement, performance management and best value culture, and also the interagency context of the Department’s work.

**Key relationships**

All staff will be expected to promote team working within their particular staff group/service area but also across the Department as a whole, with corporate colleagues, with staff from other agencies and representative groups and working with elected Members as appropriate.

All staff will be expected to consider their role in the context of the objectives that the Department is working towards and to contribute constructively to continuous improvement performance management and best value culture and also the interagency context of the Department’s work.

Additionally, key relationships for the post will be:-

* YJS Managers
* Local Community groups
* Partner Statutory and Voluntary agencies who work with Young people (Social Care, Schools, CAMHs, Health)
* Victims (individual, community and corporate)

**Main duties and responsibilities at entry level Band 7:**

1. Working under the supervision of the Senior Youth Justice Officer, carry a caseload of appropriate size and complexity of young people subject to OOCDs (Out Of Court Disposals) to ensure compliance with conditions of these disposals.
2. Deliver one-to-one or group work interventions as required as part of a multi-agency Youth Justice Service, to prevent offending and reduce re-offending by children and young people, through a consistent, planned and coordinated approach.
3. Undertake assessment, monitoring and review of Youth Justice Service programmes and any other interventions that a young person receives, ensuring that all information is recorded onto the CareDirector Management Information System (MIS) in line with Youth Justice Board National Standards.
4. Maintain accurate and up to date case records and information, using the dedicated electronic case management database (CareDirector Youth) and following associated recording procedures.
5. Delivery of a quality service for all young people and families engaging with the Youth Justice Service, and develop positive relationships with them to maintain the appropriate levels of contact and intervention.
6. Delivery of Reparation or Unpaid work programmes and support of sessionals undertaking this task, in accordance with statutory guidelines and assessed need.
7. Work restoratively to encourage victim /community confidence in the delivery of Youth Justice Services.
8. Adopt a multi-agency approach to the gathering and exchanging of intelligence / information with all partner agencies.
9. Ensure there is written parental consent for young people’s participation in all Youth Justice Service programmes and activities.
10. Liaise with key agencies, including Schools, Police, and Social Care, Education Welfare Services, Health, Integrated Youth Support Services and local 3rd sector organisations, to coordinate provision and monitor progress.
11. Make appropriate referrals to other agencies, ensuring that any intervention delivered via a multi-agency approach is recorded and entered onto CareDirector Youth (MIS).
12. Provide information, guidance and support to young people and their families to assist them in dealing with issues relating to substance misuse, alcohol, health, parenting and other identified areas of concern or as highlighted in the assessment.
13. Establish and encourage the educational attendance and attainment of every young person currently open on an order within the Youth Justice Service.
14. Contribute to the management of Risk of Serious Harm and Safety & Wellbeing through the timely completion of the structured YJB-approved assessment tool (ASSETplus) ensuring quality and a multi-agency approach as and when required.
15. Provide appropriate reports in respect of young people subject to Early Help Social Care involvement
16. Ensure the requirements of all programmes meet Hartlepool Youth Justice Service strategic and operational priorities.
17. Undertake generic operational and organisational tasks within the wider Youth Justice Service (eg. panel officer, duty officer, PACE) as required on a rota basis.
18. Attend all mandatory and other training identified and approved by the line manager to further develop skills and knowledge relevant to the post.
19. Work within Hartlepool’s Better Childhood programme to ensure a whole family approach with young people and parents, and to encourage and promote their access to appropriate services.
20. Due to the nature of the service, this post will involve evening and weekend work, commensurate with the operational and organisational requirements of the post.
21. The post holder is responsible for handling confidential information of a personal nature and must ensure that this information is kept up to date, accurate, and securely at all times in line with Hartlepool Borough Council Policy and Data Protection Act.
22. To enhance the Local Authority’s and the Youth Justice Service’s image within the Borough by promoting awareness of services and achievements, encouraging greater participation by local residents and promoting public confidence.
23. Any other duties and responsibilities as directed by management in line with the nature and grade of post.

**Additional duties at Band 8:**

1. Provide appropriate reports in respect of young people subject to ‘stepped-up’ Social Care involvement, such as Child In Need (CIN); Child Protection (CP) and Looked After Children (LAC).
2. Mentor less experienced colleagues (Band 7 staff or sessionals) to promote a culture of learning and development. Deliver training to junior colleagues (eg. sessionals and panel members) as directed, actively promoting a culture of learning and development.
3. Work towards successful completion of the Youth Justice Effective Practice Certificate (YJEPC) (required for progression to band 9)
4. To assist victims to participate in restorative opportunities where appropriate and ensure that all interventions follow Restorative Justice practice guidelines.
5. To ensure that all Restorative Justice and mediation activities are appropriately administered and appropriate safeguards are in place. To provide information and structured support to participants of restorative activities.
6. To facilitate a range of restorative conferences with victims, offenders and partner agencies.
7. To provide programme details to YJS Staff to assist in the preparation of court and panel reports and assist YJS Staff in preparing young people for direct restorative activity.
8. To support the design and delivery of individualised Restorative Justice interventions, as requested by YJS Staff and victims, and assist in the design and delivery of broader programmes within the service.
9. To support the development and delivery of a range of community projects to assist with restorative justice activity at a community level through consultation and engagement with service users, victims, panel volunteers, partner agencies and local community groups and partnerships.
10. To deliver and coordinate Restorative Justice requirements of statutory orders or Out of Court Disposals and liaise with partner agencies.
11. Support the aims of the Youth Justice Plan and deliver all service interventions in accordance with National Standards and the clearly defined YJS policies, procedures, assessment processes, quality assurance and performance frameworks.
12. To provide information to YJS Management to enable the monitoring of progress against targets and to evaluate outcomes, including quarterly updated returns to the Youth Justice Board.
13. To train and support YJS staff, volunteers and partners in Restorative Approaches and processes, through sharing of specialist knowledge.
14. Develop and maintain operational links with partner agencies to ensure effective multi-agency working in relation to Restorative Approaches, and assist the YJS Management in attending inter-agency Restorative Justice working groups as requested
15. To assist and support Referral Order lead in the efficient organisation and work of Referral Order panels and to take a lead in the recruitment, selection, training and supervision of Volunteer Community Panel members.
16. Ensure consistent and correct application of policy, practice and procedures for the Referral Order Panel, in accordance with revised 2015 Referral Order guidance and the 2016 HMIP Thematic on Referral Orders.
17. Alongside YJS management, to interview prospective Volunteer Community Panel members as part of a competitive and open selection process – both prior to commencement of panel member training and a final interview upon completion of panel member training.
18. To observe performance of Volunteer Community Panel members and obtain feedback from colleague Panel members and YJS staff.
19. To assist Referral Order lead in the de-brief Volunteer Community Panel members after panel meetings and hold responsibility for organising annual formal review meetings to review performance.
20. To facilitate quarterly review meetings and/or peer supervision groups, in which Volunteer Community Panel members can discuss cases and their own performance, as well as receiving information, further training and support.
21. To be responsible for the development and updating of the core Foundation training for Volunteer Community Panel members, with subsequent delivery of this training to new Volunteer Community Panel members.
22. Ensure the facilitation of victim involvement in the Referral Panel process whenever possible.
23. Responsible for the Safety and Wellbeing of Young People who offend, their families, Volunteer Community Panel members and, where appropriate, victims at panel meetings
24. To adopt a flexible approach to Referral Order panel meetings, giving full consideration to locations, times and the needs/wishes of victims and all participants.
25. To ensure that Referral Order Panels are effectively administrated and delivered – within National standards timescales and with full adherence to 2015 Referral Order Guidance.
26. Liaison with RJ workers to ensure the facilitation of victim involvement in the Referral Panel process whenever possible.
27. To deputise for Referral Order lead, collate Panel reports and liaise with YJS management as to any issues which may impact and the effective delivery of panel meetings.
28. To assist Volunteer Community Panel members in translating assessments into effective and innovative contracts, drawing upon community and YJS resources. Ensuring the contracts are proportionate in the context of preventing re-offending and restorative justice
29. To liaise with staff responsible for Restorative Justice to ensure victims (who have opted in) are informed of the outcome of Referral Orders.

**Additional duties at Band 9:**

1. Take full responsibility and accountability for the Case management and supervision of young people subject to OOCDs (Out Of Court Disposals) and Referral Orders (6m or less) to ensure compliance with conditions of these disposals or orders.
2. Deliver and monitor programmes and conditions of young people on bail, Out Of Court Disposals or Community Orders to ensure compliance with their conditions, and where appropriate instigate timely breach action in consultation with the line manager
3. Participate in joint working with professionally qualified staff with regard to high risk clients such as those with a Very High/High risk of harm to others, or Very High/High Safety and Wellbeing concerns.
4. Where relevant or appropriate, recognise the need for, and organise, multi-agency meetings to ensure Young People subject to YJS supervision are appropriately managed in terms of offending, Harm and Safety & Wellbeing
5. Assume the role of lead practitioner and supervise more junior colleagues (Band 8 or lower) when required, giving instructions and checking that work undertaken meets acceptable standards – particularly in relation to more complex case management, interpretation of policy and YJB guidance, delivery of interventions or groupwork and in undertaking reparation activity.
6. Completion of Risk Assessments and statutory Health and Safety forms in relation to reparation and/or unpaid work projects (including COSHH/RA/SIRF/Statement of Intent).
7. Completion of Risk Assessments of young people involved in (or undertaking) reparation, including any reviews as required or appropriate.
8. Assist and advise YJS Case Managers and other staff on reparation issues and response of young people to interventions.
9. Maintain a spreadsheet of completed and outstanding Reparation or Unpaid Work hours, to inform YJS performance management.
10. Ensure accurate, timely, relevant and appropriate sessional staff case recording (on CareDirector Youth) regarding work undertaken by young people on Reparation or Unpaid Work.
11. Source potential short, medium and long term reparation and/or unpaid work projects (alongside YJS management) within the local community.
12. Build and maintain networks and relationships with local community groups, statutory and voluntary partners to support or enhance opportunities for reparative activity or unpaid work to be undertaken.
13. Liaise with YJS Restorative Justice staff to maximise and deliver direct reparative interventions with victims and members of the local community.
14. Maintain a safe and appropriate workshop within the Ladysmith Unit, including risk assessment of areas, tools and equipment.
15. Create and review safe plans of working for tasks and tools, including inventories where necessary and appropriate.
16. In conjunction with YJS Managers, purchase and maintain necessary clothing, footwear and equipment used in reparation or unpaid work sessions.
17. Ensure that the reparation van is appropriately maintained and fit for purpose, and report any issues of concern to YJS managers. Ensure mileage records are completed, regular vehicle inspection is undertaken and liaise with fleet support where required.
18. Completion of monthly timetables to co-ordinate sessional staff required for reparation activity and liaise with YJS managers to ensure additional coverage of work where required (e.g. ISS contacts, positive activity, welfare visits, attendance centre etc).
19. Provide information to YJS Managers in relation to unpaid work, to support and enable YJB performance and Unpaid Work grant returns to be completed.
20. In conjunction with YJS Managers, assist in the induction and training of sessional workers and/or volunteers, to work with young people on community Reparation programmes (or intervention such as Unpaid work, positive activity, attendance centre etc).
21. Oversight and support to young people to construct portfolios of individual work undertaken on Reparation or Unpaid Work to support increase and showcase of work related skills.

**General Responsibilities include:**

* Equal Opportunities

The YJS must be fully committed to the active promotion of equal opportunities as an employer and in the provision of all its services, It is the responsibility of every member of staff to ensure the practical application of this policy.

* Health and Safety  
    
  Under the Health and Safety at Work Act, all employees are required to take care of their own health and that of other employees in complying with their statutory duties.
* All employees are expected to respect all confidentialities and principles and practice of the Data Protection Act.
* The above duties and responsibilities cannot totally encompass or define all tasks which may be required of the employee. The outlined duties and responsibilities may, therefore, vary from time to time without materially changing either the character or level of responsibility: these factors are reflected in the post.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 02 08 22

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**