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| **Job Description** |
| **Post title** | CDYJS Worker  |
| **JE Reference No** | N7222 |
| **Grade** | Grade 5 |
| **Service** | Children and Young Peoples Services  |
| **Service Area** | Early Help, Inclusion and Vulnerable Children– County Durham Youth Offending Service |
| **Reporting to** | Team manager or Deputy Manager |
| **Location** | Your normal place of work will be any CDYJS office location in County Durham, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is** subject to an **enhanced disclosure**. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

* To deliver a range of planned interventions with young people across all CDYJS work to prevent re-offending.
* To contribute to the planning and review process for all young people.
* To work flexible hours including evening, late evening and weekend working.
* To act as Appropriate Adult for Police interviews under PACE.

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| **Duties and responsibilities** |

* To carry out the delivery of planned interventions with young people who have offended and those at risk of reoffending in conjunction with case managers.
* To ensure that work with young people conforms to National Standards for Youth Justice and Best Practice Guidelines.
* To transport young people as required.
* To maintain up to date records in accordance with CDYOS procedures.
* To assist other members of CDYJS to ensure the planned programme is delivered and young person’s progress monitored.
* To work closely with young people to:
* Maintain regular contact and to progress planned interventions in relation to Out of Court, Post Court, ISS, reparation
* Discuss/review progress
* Contribute to regular reviews of supervision/activities designed to address offending behaviour and young person’s needs. This may involve the production of written reports.
* Other duties may / will be required.
* To undertake appropriate training as identified during the supervision/ appraisal process.
* To ensure all work is undertaken in a safe manner.
* To liaise with a range of other agencies in order to further their work with young people.
* To attend and contribute to planning meetings.
* To act as Appropriate Adult for Police interviews under PACE.
* To work flexible hours including evening, late evening and weekend working.
* To work in accordance with the Restorative Justice Council Handbook Standards and the Victims Code when working with young people, parents/carers and victims

**The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the YOS Manager.**

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | • NVQ Level 3 or equivalent in a relevant subject (s) |  |
| Experience | • Experience of working with young people and families | • Experience of working with young people who have committed offences.• Working with young people and families who exhibit challenging behaviour. |
| Skills & Knowledge | • Understanding of the confidential nature of the work• Basic level of IT skills• Effective written and verbal communication skills• Good organisational skills | • Knowledge of the issues involved in working with young people who have committed offences |
| Personal Qualities | • Reliability• Ability to present an appropriate and credible role model to both young people and the community• Able to maintain calm under pressure and in challenging situations• Ability to listen and communicate constructively• Ability to work alone and as part of a team• Able to work flexible hours including evening, late evening and week-end working. • Trustworthy• Ability to work under pressure and to meet deadlines• Current driving licence/car owner or access to a means of mobility support |  |