



JOB DESCRIPTION

Division / Department

JOB TITLE: Youth Justice Service Case Manager

DIVISION: Children's and Joint Commissioning

GRADE: Band 10-12 (Subject to Qualifications and Experience)

RESPONSIBLE TO: Youth Justice Service Manager

POST REFERENCE: 101951

Purpose of Post

To reduce offending by children through a timely assessment of their needs, and the delivery of targeted 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 children 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 reoffending, and to reduce the use of secure remands and custody, through the provision of professional support and intervention to targeted and referred children identified as either at risk of offending or reoffending, or currently subject to a Court Order or an Out of Court Resolution. 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 partnership working within the YJS and also across the Department as a whole and contribute constructively to the continuous improvement, performance management best value culture.

Additionally, key relationships for this post will be

- Head of YJS
- YJS staff/volunteers
- Partner agencies (Police, CAMHS, Probation, Health, Education)
- Children and their families
- Third sector providers
- Staff within secure estates
- Magistrates and Court staff
- YJB representatives
- Colleagues within the Local Authority and Children's Services

Main Duties and Responsibilities

1. 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. Assessment to be undertaken in accordance with agreed policies, procedures, guidelines and taking into account the views of children and families.
2. To formulate and design appropriate multi agency plans to meet identified need in relation to preventing and reducing re-offending by children, the management of both risk of harm and safety and wellbeing.
3. To implement such plans and ensure ongoing monitoring and evaluation of interventions to ensure effectiveness and evidence based practice.
4. To liaise with staff responsible for Restorative Justice to ensure victims are safeguarded and their individual needs are recognised, monitored and where appropriate, to maximise and deliver reparative interventions with children.
5. Undertake the case manager role to ensure the provision of statutory YJS supervision or involvement, in accordance with National Standards and within clearly defined YJS policies, procedures, assessment processes, quality assurance and performance frameworks.
6. Where relevant or appropriate, recognise the need for, and organise, multi-agency meetings to ensure children who are subject to YJS supervision are appropriately managed in terms of managing their risk of offending, risk of harm to others and their safety & wellbeing
7. To provide throughcare for children serving Detention and Training Orders (DTO) and build and maintain relationships with staff in the secure youth custodial estate and develop sentence plans to ensure children in custody are safeguarded and risks are managed appropriately.
8. Prepare Pre-Sentence Reports (PSRs) and other reports on children, in line with National Standards and as required by Courts and other agencies.

9. Support children who may be on a bail support programme.
10. Supervise children who have been sentenced to a Youth Rehabilitation Order by the Courts
11. Provide appropriate initial, review and final Panel reports in respect of children sentenced to Referral Orders.
12. Provide appropriate reports in respect of children subject to Social Care involvement, such as Child In Need (CIN); Child Protection (CP) and Child In Our Care (CIOC) status.
13. Where appropriate, complete AIM assessments/reports for children who may be displaying harmful sexual behaviour.
14. To ensure that individual professional standards are maintained in line with agreed levels, including full compliance with policy and procedural guidelines and accepting primary responsibility for the level and quality of casework recording.
15. Undertake generic operational and organisational tasks within the wider Youth Justice Service (e.g. Referral Order Panel Officer, Duty Officer, Appropriate Adult) as required on a rota basis.
16. Delivery of a quality service for all children and families engaging with the Youth Justice Service and develop positive relationships with them to maintain the appropriate levels of contact and intervention.
17. Attend all mandatory and other training identified and approved by the line manager to further develop skills and knowledge relevant to the post.
18. To feedback to Youth Justice Service Manager any problem in relation to the effective provision of Youth Justice Services.
19. To participate in initiatives which contribute to continuous organisational or personal development, including with reference to new legislation and diversity policies and practice.
20. Support a whole family approach with children and parents/carers, and to encourage and promote their access to appropriate services.
21. 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.
22. Finding ways of integrating services within the division to achieve efficiencies and improve quality of service delivery.
23. 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.
24. Any other duties of a related nature which might reasonably be required or allocated by the Youth Justice Service Manager

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 confidentiality 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.

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.