

JOB DESCRIPTION

March 2015

Service Area: Youth Offending Service	Is this description a generic JD? Yes / No
GRADE: 9	JEM Reference No: 5140 Enhanced DBS Required? Yes
JOB TITLE: Youth Offending Team Officer	
REPORTS TO: Practice Supervisor	
1	<p>PURPOSE OF JOB:</p> <p>Contribute to the delivery of services for the Youth Offending Service. Assist, as appropriate, with:</p> <ul style="list-style-type: none"> • Providing an integrated approach to performance management, quality standards and service delivery within youth justice • Embedding new ways of thinking and working • Developing and maintaining strong, positive working relationships with commissioners, their teams/partners and across service areas as appropriate <p>The primary aims of the role are to reduce re-offending, effectively safeguard and prevent offending by children and young people in Lincolnshire. To reduce first time entrants into the Criminal Justice System by preventing Offending and anti - social behaviour by young people aged 8-18</p> <p>The post holder will work within the policies, practices and procedures of the Youth Offending Service and the Youth Justice Board for England and Wales to meet the designated service objectives and to be responsible for the management of both a statutory and non-statutory caseload and assess the needs of young people at risk of offending and then offer high quality interventions.</p> <p>To work with the parents and carers of young people at risk of offending to support them in achieving positive outcomes for young people and to continuously look for synergies and efficiency savings across area of responsibility.</p>
2	MAIN RESPONSIBILITIES, TASKS & DUTIES
	<p>i. The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below:</p> <ul style="list-style-type: none"> • Providing day to day leadership as appropriate to deliver the agreed priorities, working collaboratively with commissioning teams. • Coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working • Maximising the impact of resources and value for money to achieve improved outcomes for the Council • Ensure effective performance management to deliver outcomes in

		<p>line with service delivery contracts</p> <ul style="list-style-type: none"> • Provide expert advice and guidance as appropriate for own area of expertise. • Deliver a personal portfolio of projects and/or specific work • Demonstration of the Council's Core Abilities (at the relevant level) <ul style="list-style-type: none"> ○ Personal Leadership ○ Being Future Focused ○ Political and Commercial Astuteness ○ Supporting a High Performing and Flexible Workforce ○ Drive for Results
	ii.	To complete Initial Assessments / Assets on Young People subject to Statutory Court Orders e.g. when preparing PSRs or Referral Orders Reports. To complete Review and End Assets on Young People subject to Statutory Court Orders who are assessed as presenting a High Risk of Harm to others and or a high risk of vulnerability
	iii.	To case manage and supervise, compile intervention plans based on assessments and co-ordinate delivery of intervention programmes for young people aged 10-17 and high risk final warning interventions in line with national standard requirements, when the young person is assessed as High Risk of Harm and or High Risk of vulnerability
	iv.	Contribute to the Council's statutory obligations and where appropriate any national and local performance indicators and ensure Council resources are optimised and utilised effectively and efficiently. Ensure the way in which resources within the area of responsibility are managed reflects the agreed culture and style and standing orders of the County Council.
	v.	To identify and assess all young people who are within the NEET (Not in Education, Employment or Training) cohort. To facilitate, co-ordinate and signpost support with all relevant agencies for young people excluded from school or at risk of exclusion. To make referrals to specialist training providers and ensure the delivery of statutory services for young people of school age and with special educational needs (SEND). To swiftly intervene and trigger the escalation to relevant partners where such needs are unmet.
	vi	<p>To prepare Pre Sentence Reports to the courts within the timescales prescribed in National Standards and in accordance with Lincolnshire's Youth Justice Service Agreement with the courts.</p> <p>Attendance at multi agency risk meetings, and will refer in to the multi agency public protection arrangements where appropriate and attend MAPPA level 2 and 3 meetings.</p>
	vii	To supervise all young people subject to DTOs and custodial penalties imposed in response to 'grave crimes', indeterminate public protection sentences imposed under the 'dangerousness' provisions. This will include liaison with custodial facilities / YJB placements team / parole Board to ensure effective sentence plans, reviews, incorporating safeguarding issues and enabling the smooth transition to community supervision. Chairing all planning meetings in respect of young people assessed as high risk of harm and or vulnerability.
	viii	Look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets. Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
	ix	To robustly pursue enforcement action in respect of all statutory criminal

		orders, initiate breach proceedings in youth courts in accordance with national standards, national end to end enforcement targets and Lincolnshire CJB output targets
	x	To gate keep and quality assure PSRs and engage fully in other local community safety partnerships, for example, the integrated offender management model (IOM) and other priority offender strategies.
	xi	To maintain accurate case records on the Child View case management system and provide statistical and case management information for use in monitoring the Youth Justice System in Lincolnshire and assessing the performance of the Youth Offending Service against a range of national targets.
	xii	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers. Create a positive image of the County Council as an employee.
	xiii	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice. To participate in regular supervision and appraisal with line manager.
	xiv	<p>Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self -service to achieve maximum cost effectiveness.</p> <p>Within the case management model contribute to the development of other team members through co- working, mentoring and observation to achieve performance excellence.</p>
	xv	To fully promote and address the needs and views of victims within reports and interventions
	xvi	Contribute to the review and development YOT/YOS practice policy and systems by taking part in area and county team meetings, Youth Offending Service development programmes, mentoring of YOT worker colleagues and other training as and when arranged.
	xvii	The post holder will be expected to work outside of normal office hours as required including weekend and will be expected to relocate to other office location as workload dictates across the county. To hold a current driving licence and the ability to travel across the county.
	xviii	<p>To actively engage with the parents and carers of young people at risk of offending to support them in achieving positive outcomes for young people. To identify, refer and facilitate access to all available parenting support where appropriate. To co-ordinate the delivery of parenting interventions in both voluntary and statutory frameworks.</p> <p>Work with all delivery partners through training and networks to create a culture where all agencies give strong and consistent messages that</p> <ul style="list-style-type: none"> ○ parents/carers are valued partners ○ parents are the most important influence on their child's future ○ every parent will need support at some point in their child's life and that parenting provision is key to tackling criminal and anti-social behaviour.
	xix	Where necessary to undertake assessment for any recognised out of court disposal and the Initial, Review and End assessments with young people aged 8 -18 at risk of entering the criminal justice system through prevention and early engagement.

	xx	<p>To act as the Youth Offending Service Court Duty Officer within Youth courts in Lincolnshire and attend emergency courts when required including mandatory participation in Saturday and bank holiday court rotas.</p> <p>To prepare and present 'same day' stand down reports to the youth court within the timescales prescribed in national standards and in accordance with Lincolnshire Youth Justice Service agreement with the courts.</p> <p>To act as Area Youth Offending Team office duty worker dealing with emergency issues, enquiries and assuming a gate keeping role for appropriate adult requests from the Police</p>
	xxi	In line with national and local remand management practice, to complete bail assessments, present bail supervision reports and plans to the courts as an alternative to remands into Youth Detention Accommodation (YDA) or remand to Local Authority Accommodation (LAA).
	xxii	To lead and participate in the delivery of interventions as required within both schools and academies as part of a preventative strategy and within the Lincolnshire YOS Junior Attendance Centre including work on a 1:1 basis and supporting group work delivery.
3.	MANAGEMENT OF PEOPLE SUPERVISION OF PEOPLE <p>To contribute when required, to the training and supervision of volunteers / sessional worker, student social workers. To work with the case management model and to co-work and provide a mentoring role to the YOT workers as appropriate and under the direction of line management.</p>	
4.	CREATIVITY AND INNOVATION <p>To keep up to date with Youth Justice developments, changes in legislation and guidance from the Home Office/Youth Justice Board and other relevant government departments and issues relating to the County Council.</p> <p>To ensure intervention programmes are continually developed, adapted or new aspects created to meet a wide range of ages and individual learning styles and abilities.</p> <p>In the context of ensuring the best outcomes for the young person and the wider community, to provide carefully argued and researched, innovative and credible sentencing proposals and risk management plans to the Courts.</p> <p>To participate in awareness raising events for Youth Panel magistrates and events to promote the work of the YOS and raise public and victim confidence</p>	
5.	CONTACTS AND RELATIONSHIPS <p>The ability to ensure effective engagement with young people many of whom are disaffected, confrontational, and in crisis.</p> <p>Ability to encourage, motivate and at times challenge attitudes and behaviours displayed by young people and their parents/carers.</p> <p>Ability to support young people and their families through potentially life</p>	

	<p>changing experiences.</p> <p>Ensure that a close working relationship is established with colleagues from other teams and services within the Youth Offending Service.</p> <p>Ability to create effective interaction with local community safety partnerships, partner agencies, Court users, regional and national youth justice organisations aimed at reducing and preventing youth crime.</p>
6.	DECISIONS
	<p>a) Discretion</p> <p>Identify particular factors which place young people at risk of re-offending and underlying issues such as training, education or substance misuse and work with partner agencies to access services and resources which seek to reduce the potential risks of re-offending or harm to self and others.</p>
	<p>b) Consequences</p> <p>Young people may receive inappropriate sentences or intervention and support thus failing to reduce the risk of re-offending and harm to self and others. This could result in failure to achieve positive outcomes for the young person and failure to effectively manage risk. It could also result in the service under achieving in meeting its aims and objectives, key performance indicators not being met and non-compliance with national standards.</p>
7.	RESOURCES
	<p>Accountable for the safekeeping, correct use and maintenance of the resources used including mobile phone, manual data, and IT equipment including laptops.</p> <p>The post holder will be issued with a mobile phone up to the value of £100</p>
8.	WORK ENVIRONMENT
	<p>a) Work Demands</p> <p>To maintain case records as required by Youth Justice Board National Standards and Lincolnshire Youth Offending Service policy and procedures.</p> <p>To prepare and present Specific Sentence and Pre-sentence reports to the Courts and reports to the Community Youth Offender Panels as requested and within the timescales prescribed in National Standards.</p> <p>To respond appropriately to conflicting priorities resulting from dynamic risk factors</p>
	<p>b) Physical Demands</p> <p>Normal amount of physical effort required to carry out the tasks involved</p>

	<p>c) Working Conditions</p> <p>A mixture of working from an office base, travelling around the county and to custodial facilities in various parts of the country. Lone working in young peoples homes where conditions cannot be controlled.</p>
	<p>d) Work Context</p> <p>Working along side young people there is a high risk of verbal and physical abuse/violence from the young person and/or their families, health and safety issues may arise from working in an uncontrolled environment.</p>
9.	<p>KNOWLEDGE AND SKILLS</p> <p>The post holder must hold either</p> <ul style="list-style-type: none"> • a professional social work qualification e.g. Dip SW, CQSW and ensure that registration with the HCPC is maintained and renewed appropriately or • a Probation Officer qualification or a current recognised equivalent <p>To have relevant experience of working with vulnerable young people in a professional capacity</p> <p>To have detailed insight and working knowledge of the Criminal Justice system, a wide range of legislation, policies and procedures in order to effectively support and work with young offenders to achieve positive outcomes and reduce reoffending.</p> <p>In addition, practitioners must have the ability and confidence to apply this working knowledge and specialist skills in the courts and other settings in order to offer professional advice to the courts and to liaise effectively with other court users and agency representatives.</p> <p>Ability to advocate, negotiate, and challenge on behalf of young people and their families in a variety of settings for e.g. in the court arena and when accessing resources.</p> <p>Confidence in communicating with young people and adaptable interpersonal skills, patience and understanding compatible with the needs of all young people in order that young people and their families receive the right support, guidance and you reach them in a way which is effective for the individual.</p> <p>Ability to act as case manager with full responsibility for the day to day implementation and coordination of intervention plan delivery.</p> <p>In undertaking assessments and interventions, YOT staff are expected to draw on an in depth level of knowledge, experience and skills to ensure key judgements are made and responsibility taken for the safety of children, young people and the general public.</p> <p>To be a key team player and work closely with staff members and specialist workers from other agencies, local authorities and organisations.</p> <p>Proficient information and IT skills to enable effective communication with internal and external agencies, production of reports for the courts and to</p>

	<p>maintain electronic case files using the Youth Offending Service management information system.</p> <p>The specific knowledge, skills and abilities required will vary depending on the needs of the role. Specific posts may necessitate advanced specialist knowledge and skills. Post holders should be comfortable working with ambiguity and uncertainty.</p>		
<p>10. GENERAL</p> <p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLPC Job Evaluation scheme as adopted by the County Council</p> <p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p> <p>Equal Opportunities - The post holder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p> <p>Health and Safety - The post holder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p> <p>Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p>			
	Name:	Signature:	Date
Job Description written by: [Manager]
Job Description agreed by: [Post holder]
<p>Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George.</p> <p>Guidance on the completion of this JD can also be found on George or available from your HR Adviser.</p>			