



JOB DESCRIPTION

TITLE: Youth Justice Officer

POST NO:

DEPARTMENT: Children, Families and Education

DIVISION: Youth Partnership Service

RESPONSIBLE TO: Practice Manager

GRADE: L7 - Level 1 (lower)

PURPOSE OF POST:

Undertake assessments, develop, coordinate, implement, monitor and review intervention plans with

children and young people subject to early intervention, prevention and youth justice services and their

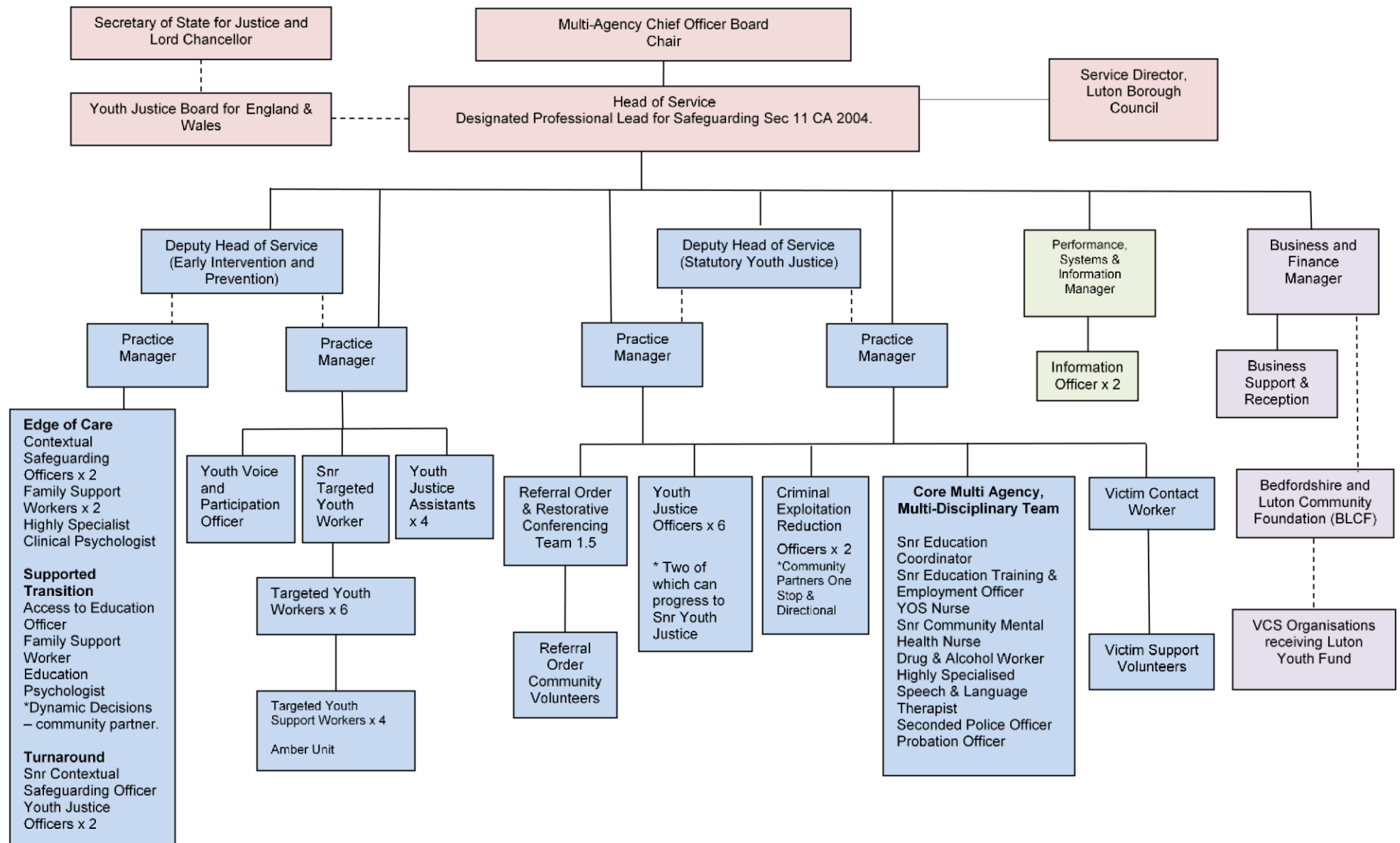
families (including challenging and complex cases). Undertake office, court and bail duties to represent

the Service, prepare reports for the criminal courts and monitor compliance and adherence to all

statutory and non-statutory interventions in order to reduce the risk of criminal exploitation, offending,

re-offending and/or harm to children and young people or to the public. Job Description date: July 2021

Service structure



Job Description date: July 2021

PRINCIPAL RESPONSIBILITIES:

1. Undertake assessments, develop, coordinate, implement, monitor and review 50% intervention plans with children and young people subject to early intervention, prevention and youth justice services and their families (including challenging and complex cases). To work in a variety of settings and in partnership with various statutory and voluntary agencies within agency policy, the requirements of the Youth Justice Board/Ministry of Justice and in accordance with effective practice guidelines, Practice Standards and other statutory obligations in order to reduce the risk of offending, re-offending and/or harm to themselves or to the public. Ensure clear structured exit strategies are in place for all cases on closure to the Service.
2. Keep appropriate case records including electronic records, statistics and 15% other information meeting the requirements of the service, its partner agencies and in accordance with effective practice guidance, Practice Standards and the requirements of the Youth Justice Board/Ministry of Justice.
3. Act as duty officer within the service, evaluate and respond to new referrals, 15% take appropriate action and give appropriate advice, information and assistance including undertaking the role of Appropriate Adult as defined in and in accordance with the Police & Criminal Evidence Act 1984 and triage service.
4. Act as court and bail duty officer, in accordance with departmental policy and 10% Practice Standards, in the Youth Court including providing information to the Court, the Crown Prosecution Service, defence solicitors and other court users, prosecute breaches of court orders and also represent the service in court on Saturday and Bank Holiday courts.
5. Represent the service at meetings with partner agencies, with other local 5% statutory and voluntary organisations and within the local community in order to meet the statutory and non-statutory requirements of the service to work with children and young people to keep them safe from exploitation, stop entering the criminal justice system for the first time, reduce anti-social behaviour and re-offending, reduce the use of custody and care, protect the public from harm and significantly improve their outcomes and opportunities.
6. Attend and participate in meetings, training courses and employee 5% development activities as the service requires and/or keep up to date with legislative changes and requirements of the Youth Justice Board/Ministry of Justice.

DIMENSIONS:

Supervisory Management:

Although the post has no direct supervisory responsibility, the post holder will be expected to provide basic training for and to oversee and give direction to youth justice assistants and volunteers undertaking specific work with children, young people, parents and their families. The post holder will also be expected to assist in the training of students and new team members in agency procedures particularly in relation to the roles of duty, court and bail officer.

Financial Resources:

Although not a budget holder the post does involve developing and reviewing arrangements for support and care which may involve significant expenditure. As part of the service the post holder will need to contribute to ensuring that the service's budget is properly and effectively managed and to deal with the provision of services in the form of cash.

Physical Resources: Some exposure to emotional strain, dealing with angry and distressed service users for which supervision and support is given

Other:

A normal office environment but the post also involves some lone working e.g.: visiting young people/families in their homes/local community/secure estate/police station/court cells. Occasional risk from clients with behavioural difficulties/risk issues arising from offending behaviour. The post holder will be expected to undertake surveillance checks on young people within the community to ensure they are complying with their court orders/bail requirements etc

Some exposure to emotional strain, dealing with angry and distressed service users/families

The nature of this post will include some working on a rota basis with other service members (the rota initially covering the hours of 8.30 until 19.00 Mon – Fri but may be up to 21.30 if service need dictates) with weekend and bank holiday court cover (enhancements are payable after 7pm and at weekends/bank holidays). Rotas are available in advance. Other evening and weekend work may be required from time to time eg: to attend Referral Order Panel meetings

The post involves frequent travelling and often the transportation of parents and children/young people to remand centres, detention and training centres and other secure and non secure facilities around the Borough and wider afield. Post holders will be required to hold a full UK driving licence and arrange their own vehicle insurance for their business use – an essential car user allowance is payable which includes an amount for wear & tear/insurance etc

CONTEXT:

The aim of the Youth Partnership Service is to reduce the risk of child criminal exploitation, first time offending, re-offending, anti-social behaviour, reducing harm to children and young people and to protect the public from harm. The aim of our interventions at every level is to significantly improve the outcomes and opportunities for the children and young people in Luton. In addition we work with high risk families where children and young people are at risk of entering the local authority care system or where children and young people in care are at risk of placement breakdown. Work is undertaken with these families on both a voluntary and statutory basis dependent on circumstances.

Our priorities going forward are to ensure Luton is a safe place to grow up, live and work in and to enable children and young people to make a positive contribution to their communities and achieve positive outcomes for themselves.

There are 8 Youth Justice Officer posts within the service with a minimum of 2/8 having a recognised professional social work qualification and registered with the relevant professional organisation ie: Health & Care professions Council.

Consideration for progression to Youth Justice Officer Level 2 will only occur subject to the post holder meeting the requirements of the relevant section of the Youth Justice Officer Progression Scheme, satisfactory conduct and budget availability.

The post holder should expect to manage their own generic caseload including statutory and nonstatutory cases and contribute to the overall aim of the services Assessments and interventions will take a 'whole family' Contextual Safeguarding approach as well as more specialist concerning offending and antisocial behaviour. Work may be undertaken in a variety of ways including on a one to one basis and group work. The job involves working strictly to agency and government policy and procedures as well policies and procedures of the partner agencies and in line with legislation, effective practice guidance, Practice Standards and the requirements of the Youth Justice

Board/Ministry of Justice. Statutory Orders are managed on behalf of the criminal courts. The role will involve high-risk decision-making and the exercise of a high level of judgement and personal responsibility for the safety of children, young people and the public.

Where the post holder does not hold the Youth Justice Certificate in Effective Practice there will be an expectation that this or similar agreed training is acquired as soon as possible after commencement in the post (dependant on suitability, the availability of course places and funding).

This post will be aware of and act within the legal framework and guidance set down by the Ministry of Justice and other government departments.

The post holder will contribute to the delivery of the full range of services for children, young people, their families and victims within the remit of the Service including representing the Service in legal proceedings. This will involve some extremely high risk decision making and the exercise of a high level of judgement and personal responsibility for the safeguarding of children, young people and protection of the community. The post holder will have a responsibility to safeguard and promote the welfare of children and young people and will be expected to work in line with local safeguarding policies and procedures.

SAFER RECRUITMENT PROCESS:

Due to the nature of this post the applicant recommended for the post following initial interview, will be subject to full and detailed vetting and interviewing in line with the recommendations of the Warner report. This will include three references with one being asked of any former employer, the validation of all qualifications with their awarding bodies, detailed personal interview designed to assess that appropriate professional and personal boundaries will be maintained.

Set out below are the personal attributes, which you will have. As part of the safer recruitment process you will be asked how you can demonstrate these in your personal interview. Your career history will also be considered in that interview.

Personal Attributes:

- Able to build others confidence and draw out their strengths
- Able to work effectively with others, co-operate with colleagues and help the service achieve its goals
- Commitment to providing a high quality service to meet the aims of the Youth Offending Service
- Able to keep professional detachment

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 2010. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a conviction, bind-over, caution, Reprimand, Final Warning has been recorded against you will not necessarily debar you from consideration for this appointment.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience, paid or voluntary working with adolescents	1,2	Some experience of working within a YOS.	1,2
	Some experience of work with young offenders in a related setting: e.g.: YOI's, STC's, probation, youth justice, social services children's services.	1,2	Some experience of working with parents to develop parenting skills.	1,2
Skills/Abilities	Able to communicate effectively (English - verbally and written) and to create and maintain positive working relationships with children, young people, parents and a wide range of other professionals and agencies.	1,2,5	Ability to communicate in one or more of the major community languages in Luton (in addition to English) eg: Urdu, Punjabi, Polish, Gujarati	1,2
	Able to use own initiative and to work to targets and prioritise workload to strict deadlines.	1,2		
	Able to assess, support and motivate young people including where levels of vulnerability and risk to themselves and to the public are medium to high.	1,2,5		
	Able to work with the agency's IT equipment for the purpose of case recording	1,2		
	Ability to make professional judgements in a multi-disciplinary criminal justice setting and to negotiate appropriate resources	1,2,5		
Equality Issues	Able to demonstrate an understanding and the effects of discrimination on service delivery and in the work setting and possess a commitment to the achievement of equality.	1,2	Awareness of how differing cultural issues can impact on parenting and family life	1,2
Specialist Knowledge	Some knowledge of current legislation and issues relating to	1,2,5	Some experience of work with adolescent sexual	

	children, young people & families including children/young people who offend eg: Children Act, various criminal justice legislation & issues		offenders using the AIM approach.	
Education and Training	A relevant professional or degree level qualification (NVQ 4) associated with one of the partner agencies (A minimum of 2/8 posts in the service must have a recognised social work qualification) (NB: registered with the General Council of Social Work or UK equivalent if holding a social work qualification)	1,2,4	Professional Certificate in Effective Practice (youth justice).	
Other Requirements	Car driver to enable regular and frequent visits both within and outside the Borough and provide transport for children, young people, parents etc. Able to work outside normal office hours including evenings and occasional Saturday and Bank Holiday court cover	1,2 1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that the Service and Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)
- (iv) Human Rights Act 1998
- (v) Restorative Justice Council Best Practice Guidance (vi) Victims Code of Conduct