

Job Description



Job Title: Youth Justice Service Officer	Service Area: Youth Justice Service	
Directorate: Children and Young People's Service – Intensive Services	Post Number:	Evaluation Number:
Grade: PO1	Date last updated: July 2023	

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

SERVICE REDESIGN

Joined up horizontal working, integrated multidisciplinary delivery and matrix management. These are just a few of our initiatives which centre our services around the child or family to ensure "one family, one plan".

Staff are required to work in accordance with these values, breaking down traditional silos and improving outcomes for children through more holistic and early intervention and the rapid delivery of effective intensive interventions to children, young people and families with identified safeguarding needs.

Overall Purpose of Job

To contribute to the provision of effective and high quality multi-agency youth justice service provisions, in preventing and reducing offending by children and young people within a 'risk led' Youth Justice Service framework.

To fulfil a full range of case management responsibilities associated with work with low to high risk young people, as part of a team approach to case risk management, to include undertaking a full range of Assessment, Planning, Intervention and Supervision (APIS) responsibilities with the specific aim of reducing and preventing offending and improving outcomes for all YJS service users (young people, parents, victims). To participate in the delivery of a wide range of YJS programmes.

With the support of the YJS Team Manager, Team Manager and/or Youth Justice Officer to provide direct services to young people subject to ISS provision and/or to provide restorative justice interventions (e.g. Reparation, Victim Services).

To supervise sessional workers and volunteers.

Job Context

1. The post holder reports to a Team Manager – Youth Justice Service.
2. The post holder has no direct line management responsibility, however will be responsible for offering supervision support to volunteers.
3. The post holder has no budgetary responsibility.
4. The post holder may be required to work evenings, weekends and occasional public holidays.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. Fulfil a comprehensive range of case management responsibilities for low to high risk young offenders, as part of a team approach to case risk management people, to the standards identified by the YJB and the YJS Management Board.
2. Undertaken assessments of risk and need using prescribed assessment tools and prepare appropriate reports including reports for Referral Order Panels. Devise, implement and review intervention plans and make necessary referrals to support agencies to ensure effective delivery of this intervention plan.
3. Deliver a range of YJS interventions – including both individual and group work programmes, ensuring that the interventions work towards positive outcomes for young people. This may involve outdoor work and physical activities with the young people. Make necessary referrals to support agencies to ensure effective interventions and resettlement programmes with the aim of preventing re-offending.
4. With the support of Group/Team Managers be responsible for the enforcement of orders where young offenders fail to comply (breach).
5. Attend Court where necessary to fulfil case management responsibilities and/or if undertaking and presenting assessments at Court (Youth and Magistrates Court). Attend Referral Orders panels as the YJS representative.

6. Work to achieve the aims of the service wide youth justice plan and relevant team plans. Work to the clearly defined YJS policies and procedures – both those relating to your core service areas but also YJS wide policies. Work to the clearly defined YJS performance management and quality assurance processes including in particular the effective implementation of YJS APIS processes (Assessment, Planning, Intervention, Review and Supervision).
7. Develop and maintain operational links with a range of agencies to ensure effective multi-agency working to achieve the joint aims of the partners involved.
8. Assist with the induction of new staff (e.g. providing shadowing opportunities to demonstrate duties).
9. Offer supervision support to volunteers in respect of their involvement with the client group.
10. Contribute to maintaining the safety and security of service users and visitors and their belongings.
11. Be responsible for the accurate and up to date maintenance of records and files in accordance with Youth Justice Service procedures and Data Protection legislation using the dedicated YJS databases and associated recording procedures.
12. Take responsibility in conjunction with the Team Manager for your professional development ensuring that knowledge, skills and competencies are up to date and relevant to the effective achievement of the key tasks identified.
13. Undertake such other duties as may be determined within the general scope of this post.

Personal Specification



Job Title: Youth Justice Service Support Officer	Service Area: Youth Justice Service	
Directorate: Children and Young People's Services	Post Number: 38626	Evaluation Number: tbc
Grade: PO1	Date last updated: July 2023	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p>KNOWLEDGE:</p> <ul style="list-style-type: none"> • Basic knowledge of risk factors associated with youth crime in order to address the offending behaviour of first time and low risk young offenders. • Understanding of the type of programmes that might be effective in impacting on the risk of future offending. • Knowledge of child development in order to deliver age appropriate intervention. • Basic knowledge of procedures and practices associated with 	<p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>

<p>operating a multi-agency Youth Justice Service.</p> <ul style="list-style-type: none"> • Some knowledge of other agencies/services involved with young people, possibly gained through previous experience of working with children and young people or similar (e.g. CYPS, police, probation, schools, criminal justice, youth work). • General working knowledge of IT such as Word and Excel (or equivalent packages) (e.g. use of database systems to record information). 	<p>Application Form/ Interview</p> <p>Application Form/ Interview</p>
<p>EXPERIENCE:</p> <ul style="list-style-type: none"> • Previous experience of working with challenging Young People (e.g. CYPS, police, probation, schools, criminal justice, youth work). • Experience of writing reports. • Experience of working in a multi-agency/public/voluntary sector setting. • Experience of performing basic case management tasks including assessment, intervention planning, intervention delivery and associated case management recording. 	<p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>
<p>SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> • Excellent interpersonal and communication skills in order to engage with and provide clear and concise specialist advice and guidance to a range of clients, to influence the actions of others, and negotiate, persuade clients to adopt a particular course of action, 	<p>Application Form/ Interview</p>

<p>such as persuading youth offenders to take responsibility for their personal programme.</p> <ul style="list-style-type: none"> • Good literacy and numeracy skills in order to understand complex written instructions describing tasks and to write reports to a high standard, and also to present information clearly, concisely, accurately and in ways that promote understanding, either verbally or in written/electronic form. • Range of assessment skills to carry out assessment of risk and need and to match these to the most appropriate intervention available. • Ability to collect and analyse information, use creative or judgemental skills into order to interpret, plan over the medium term and make judgements based on the needs of the client, including efficient problem solving skills. For e.g. creative design of clients' intervention to meet their individual needs. • Range of IT skills in order to effectively maintain young people's records, and produce reports for panels/breaches. • Good organisational skills with the ability to prioritise workload, meet immovable deadlines and to respond to unanticipated problems/requirements. • Ability to gain the trust and respect of other professionals in order to be able to secure and develop partnership working. • The ability to act in an appropriate manner and with discretion in respect of managing confidential 	<p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>
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<p>and sensitive information</p> <ul style="list-style-type: none"> • The ability to pass knowledge and skills to other key (and new) staff in order to maximise the learning environment of the YJS. 	<p>Application Form/ Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <ul style="list-style-type: none"> • This post is subject to an enhanced DBS check. • This post is exempt from The Rehabilitation of Offenders Act (1974). 	<p>Satisfactory clearance at conditional offer stage</p> <p>Application Form</p>