LONDON BOROUGH OF LAMBETH

JOB DESCRIPTION

Job Title: YOS Officer
Directorate: Children’s Services
Division: Youth Offending Service
Responsible to: Team Manager (YOS)
Responsible for: N/A
Grade: PO3

Main purpose of job

The purpose of the role is to manage a case load of youth justice cases, working innovatively with young people from diverse backgrounds and engaging them and their families and other professionals in order to assess, develop and deliver intervention and activities that support their personal and social skills and participation in society.

YOS Officers will be directly contributing to youth offending service outcomes by creatively engaging young people who are subject to youth justice orders and also who are at risk of anti-social behaviour, crime, becoming NEET and substance misuse.

Duties

This job description is intended as a guide and is not an exhaustive list of the duties and responsibilities of this role, such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

1. To effectively engage with young people from diverse backgrounds at all stages of case management including during assessment, review and delivery of interventions/programmes.

2. To gather information, analyse and assess in order to manage risk, re-offending and safety/wellbeing accurately using appropriate screening and assessment tools; taking necessary measures to ensure welfare needs are dealt with effectively and public protection considerations are appropriately managed.

3. To create, in conjunction with young people and families, bespoke intervention plans to address all areas of need and to regularly review the plans to ensure their suitability and effectiveness.

4. To work within a multi-disciplinary team, to be responsible for all aspects of case management of youth justice cases, including dealing with non-compliance issues swiftly and effectively in line with local and national standards and inspection frameworks

5. To prepare for and attend professional meetings such as strategy meetings and child protection conferences, presenting information in a clear and concise manner.

6. To write reports to a high standard and within tight timeframes for Youth Magistrates and Crown Courts and to confidently present these reports to the Court in person as required.

7. To undertake regular Court duty, providing advice and support to young people, their families and the judiciary. Undertaking assessments at Court will also be part of the role when working in court.
8. To undertake bail assessments and produce bail support packages for court.

9. Evidence of effectively managing high risk and complex cases and assisting with the day to day support of less experienced YOS staff.

10. Lead responsibility for liaison with key agency e.g. CAMHS, Health Visitors, Schools as directed by the Team Manager.

11. To convene and chair multi-agency meetings.

12. To play a leading role in improving practice and quality of assessments and plans, assisting Team Manager in Team meeting discussions and workshops, taking responsibility for updating Team on practice developments and research findings, take a lead role in the induction of new staff and being a buddy.

13. To act as lead professional for allocated cases and work collaboratively with partners using a family based approach to work towards increasing young people and family resilience.

14. Working collaboratively with young people and a wide range of agencies, adopt creative and innovative approaches to deliver effective evidence based group or individual interventions/programmes to reduce the risk of offending and disengagement from education, training and employment.

15. To adopt a restorative approach in engaging young people and work together with colleagues to support opportunities to repair harm.

16. To maintain clear, precise and appropriate case management records on IT client information systems, in accordance with local and national standards and in line with data protection guidelines.

17. Contribute to the development of team/project/service plans and procedures to ensure these reflect the needs of young people.

18. Prepare, deliver and participate in the running of group work programmes.

19. This role requires flexibility in order to meet fixed deadlines and competing priorities.

20. The role will require regular attendance at secure estates, Police stations and community facilities.

21. To attend all team meetings, case manager/practitioner meetings and other meetings internal and external which are relevant to the role, eg: Risk Management Panel and MAP.

22. Home visiting is a regular requirement of work with families, at times outside 9-5 hours to avoid interfering with school and work commitments of families. The public engagement element this role involves regularly coming into contact with people, some of whom may at times be distressed, agitated and, from time to time challenging.

23. The post holder will be required to use their initiative to complete certain tasks, with supervision. Creativity is required for identifying, developing and delivering appropriate interventions for young people. The post holder will need to work flexibly across levels of need (from lower risk community orders to high risk custodial cases).

24. Carry out all duties in accordance with the London Borough of Lambeth’s Equal Opportunities policy, actively promoting equality and seeking to prevent and overcome disadvantage and discrimination.
25. The post holder will participate in the Councils appraisal scheme, take responsibility for the implementation of own Personal Development Plan and continued professional development in those areas relevant to their role and will ensure that the same process is undertaken to all line managed staff.

26. On occasions work in the evening or at weekends.

27. Carry out all duties in accordance with current health and safety legislation.
Note: It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).

You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.

If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a “Tick” (✓) on the person specification when you complete the application form.

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<tr>
<th>Qualification</th>
<th>Experience</th>
<th>Knowledge</th>
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<tbody>
<tr>
<td><strong>Q1</strong></td>
<td>A degree and the Certificate in Effective Practice in Youth Justice (PCEP) and continuing professional development. Or a recognised professional qualification in Social Care or Probation and evidence of demonstrable post qualification experience.</td>
<td>✓</td>
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<tr>
<td><strong>E1</strong></td>
<td>Experience of direct work with young people, their families in a formal and informal networks i.e. one to one, group work, outreach and detached basis</td>
<td>✓</td>
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<td><strong>E2</strong></td>
<td>Substantial experience of working with young people who are considered to be at risk, this will include young people who are at risk of crime and ASB, NEET, SEND, exploitation etc.</td>
<td>✓</td>
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<td><strong>E3</strong></td>
<td>Experience of assessment, planning and delivering intervention/programmes for young people effectively/successfully</td>
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<td><strong>E4</strong></td>
<td>Experience of case recording using a formal IT system.</td>
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<td><strong>E5</strong></td>
<td>Experience of working closely with a wide range of network including Health, Police, Education, Crime Reduction, Youth Justice and children’s safeguarding colleagues.</td>
<td>✓</td>
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<td><strong>E6</strong></td>
<td>Experience of working with children, adolescents and their families within a diverse community.</td>
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<td><strong>E7</strong></td>
<td>Proven experience of case management within youth justice system and working with young people at risk of offending and their families in a statutory setting.</td>
<td>✓</td>
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<td><strong>E8</strong></td>
<td>Experience of delivering group interventions with young people, families and victims of crime.</td>
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<td><strong>E9</strong></td>
<td>Experience of both preventative and post – court elements of Youth Offending Service work.</td>
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<tr>
<td><strong>K1</strong></td>
<td>A detailed working knowledge of the legislation that underpins the Youth Justice System.</td>
<td>✓</td>
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<td><strong>K2</strong></td>
<td>Good understanding of approaches to young people’s development; the purpose and methods of social and informal education within the context of youth justice system</td>
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<td><strong>K3</strong></td>
<td>Good understanding of youth justice systems including national standards and scaled approach and evidence of effective practice that build desistance and resilience</td>
<td>✓</td>
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<td><strong>K4</strong></td>
<td>A very good understanding of the factors that limit educational and personal achievement for young people</td>
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<tr>
<td><strong>K5</strong></td>
<td>A very good knowledge and understanding of the youth justice</td>
<td>✓</td>
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principles and practices, along with safeguarding and child protection and data protection regulations

**K6** Comprehensive knowledge of the role of the YOS in Youth Court and Crown Courts

**K7** Understanding of the Council’s Equal Opportunities Policy and legal requirements for anti-discriminatory practice within all practice

**S1** Proven ability in engaging with young people, setting and maintaining clear boundaries, building relationships and positively influencing change.

**S2** Proven ability to manage all aspect of caseloads as per case management guidance

**S3** Proven ability in assessment and identification of need, risk and vulnerability; planning and delivering interventions to address these

**S4** Proven ability in establishing effective working relationships within a multi-agency environment.

**S5** Ability to plan, monitor and evaluate work against national inspection frameworks and national / local performance indicators, and take direct action to address and improve work that does not meet quality standards.

**S6** Proven ability to communicate effectively with diverse audiences, verbally and in writing and an ability to write clear and concise reports within a youth justice environment to fixed timescales.

**S7** Excellent negotiation and influencing skills with an ability to develop successful partnerships with agencies, developing and delivering joint work to a high quality standard.

**S8** Ability to take responsibility for planning own work, consistently achieving and delivering to time and quality, despite tight timescales and conflicting priorities.

**S9** Ability to contribute to an integrated team approach and demonstrating strong personal initiative

**S10** To respect and value diversity with due regards to Lambeth’s equal opportunities and valuing diversity policy.

**S11** Ability to work innovatively and creatively with young people and families

**S12** Proficiency in IT skills including MS Office.

**S13** Knowledge of Youth Offending IT Systems

**S14** Ability to work with victims of crime and assess and engage them in restorative interventions.

**R1** Able to work outside normal office hours including evenings and weekends.

**R2** This post is subject to an enhanced DBS check.

**B1** **Focuses on People** is about considering the people who our work affects, internally and externally. It’s about treating people fairly and improving the lives of those we impact. It’s about ensuring we have the right processes in place.

**B2** **Takes Ownership** is about being proactive and owning our personal objectives. It’s about seizing opportunities, driving excellence, engaging with the council’s objectives, and furthering our professional development.
| B3 | **Works Collaboratively** is about helping each other, developing relationships, and understanding other people’s roles. It’s about working together with colleagues, partners, and customers to earn their respect, and get the best results. |
| B4 | **Communicates Effectively** is about how we talk, write and engage with others. It’s about using simple, clear, and open language to establish positive relationships with others. It’s also about how you listen and make yourself open to conversation. |
| B5 | **Focuses on Results** is about ambition and achievement. It’s about orienting ourselves towards the end product and considering the effect of our service. It’s about making the right impact, having the right result and changing things for the better |