

Job Description and Person Specification

Prevention Officer Youth Justice Service

A Lambeth to be proud of



Job Title: Prevention Officer (Youth Justice or Engagement Service)

Department: Children's Services

Division: Integrated Children's Commissioning & Youth Services

Business Unit: Youth Justice Service

Grade: SO2 to PO1

Reports to: Team Manager (YJS) or Youth Engagement Coordinator (Engagement)

Responsible for: N/A

Context

The Youth Justice Service (YJS) is a multi-disciplinary service which works with children, young people and families to address vulnerabilities, risks and factors that lead to offending behaviour. The service sits alongside the Contextual Safeguarding and Engagement Services to deliver an integrated response which supports children and young people to fulfil their potential and make positive contributions to society. Prevention Officers operate in both the Youth Justice and Engagement Services.

Job Purpose

To work in partnership with families using a whole family model. To provide a link between the family and other agencies and act as the Lead Professional. The focus of casework support will be on families with multiple and complex problems and the post holder will complete assessments ensuring needs are met. To work as part of the wider service to deliver a range of interventions to young people and their families. In addition, they will:

- Provide an expert understanding of the interplay between a variety of risk and protective factors both dynamic and static that young people and their families in deprived inner cities are exposed to.
- Have up to date knowledge and understanding of academic research into 'what works' and to be willing to work towards best practice in delivering prevention interventions.
- Seek to get feedback from service users around the effectiveness of interventions and the support families have received.

Best practice in equality, diversity and inclusion will feature throughout the work.

Responsibilities

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. Equality, diversity, and inclusion will be considered across the range of responsibilities.

At SO2 and PO1:

1. Provide a comprehensive service to Lambeth young people (aged 10-17 years) at all stages of contact with the youth justice system including arrest, in court, on remand, sentenced or released from custody. To work with the colleagues and Managers to identify risk factors, develop packages of support including bail, licence packages and ISS conditions of community orders.
2. Positively represent the Youth Justice Service in a variety of professional meetings
3. Establish operational protocols where appropriate with the partner agencies represented within or working in collaboration with the Youth Justice Service.
4. Work in partnership with parents /carers to strengthen their parenting capacity to improve their children's life chances using evidence-based parenting programmes.
5. Work in partnership across a range of stakeholders to support complex casework.
6. Supervise young people on reparation projects and assist them to understand and appreciate the restorative focus of the task.
7. Design individually tailored ISS packages for young offenders and monitoring their delivery and ensuring enforcement action is taken where necessary.
8. Ensure that all work with families is delivered to an excellent standard.
9. Provide case studies which demonstrate outcomes as required by the service.
10. Take a proactive approach towards case management including robust assessments, action plans and case reviews.
11. Contribute to Pre-sentence Reports, Referral Order reports and all assessments by providing all relevant information in a timely manner.
12. Provide planned and structured activities outside of normal working hours, including weekends when required.
13. Attend Multi Agency Panels when required to support the holistic support to YJS clients.
14. Share information responsibly with partner agencies and embrace the interagency commitment at Lambeth YJS.
15. Work proactively with community provisions to engage young people in universal services to provide sustainable community support.
16. Contribute to the promotion of the service by working with a wide range of partner agencies.
17. Work in other parts of the organisation as and when required.

18. Work as a member of the YJS liaising with and supporting all staff and ensuring appropriate cover for colleagues as agreed by service managers.
19. Have regard for safeguarding including social care thresholds and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the Local Authority.
20. Carry out all duties in accordance with Lambeth's Equality, Diversity and Inclusion policies, actively promoting equality and seeking to prevent and overcome disadvantage and discrimination.
21. The post holder will participate in the Council's 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.
22. On occasions work in the evening or at weekends.
23. Carry out all duties in accordance with current health and safety legislation.

PO1 Tasks

At PO1 you will be expected to practice effectively, exercising judgements in situations of, risk, uncertainty and challenge. Through a growing understanding you will anticipate the issues that may develop. You will have greater confidence and independence (whilst accessing support when needed) and use your initiative to broaden your responses; be familiar with local resource networks and be recognised by peers as a source of reliable knowledge and advice.

1. Hold a caseload of young people subject to Out of Court Disposals and deliver short term targeted interventions.
2. Carry out whole holistic assessments using the YJB AssetPlus assessment tool.
3. Act as a lead professional, organising and chairing team around the family meetings ensuring that there is a multiagency family plan to address presenting needs of all family members.
4. Participate in reflective supervision in casework with line manager and to attend group supervision sessions.
5. Work directly with children and young people to ensure their voice is heard and incorporated into the planning process.
6. Provide and co-ordinate structured support and intervention to families to help them change their behaviour. Some of these interventions may be required to be intensive.
7. Track progress, keep accurate and contemporaneous records, provide feedback to others and escalate concerns where necessary.

8. Work with families who will benefit from intensive support and to support colleagues to do this.
9. Maintain an accurate and timely up to date high quality record of all young people using the electronic case system.
10. Contribute to the continuous improvement of the service as directed by the line manager to test, implement and regularly review operational systems – and to support action to improve operations as required.
11. Provide performance data in a timely way as requested ensuring high quality evidence is provided for outcomes achieved.
12. Plan, deliver and review support packages designed to assist families
13. Work in partnership with parents /carers to strengthen their parenting capacity to improve their children's life chances using evidence-based parenting programmes.
14. Work in partnership across a range of stakeholders to support complex casework.
15. Work in partnership with others to improvements within the Youth Justice System to reduce and prevent youth offending.
16. To understand and comply with safeguarding procedures and to take immediate and prompt action to safeguard children and young people where necessary and understand roles and responsibilities in this area.

PERSON SPECIFICATION

<p>It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>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 "Ticks" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
<p><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></p>			
Key Knowledge	K1	Knowledge of successful engagement strategies for clients with low levels of motivation and strong feelings of disaffection	
	K2	Knowledge of relevant Youth Justice legal frameworks and child protection, safeguarding and data protection	A
Relevant Experience	E1	Extensive experience of direct work with families, children or adults with additional needs and multiple and complex families.	✓A
	E2	Proven ability to undertake individual and family assessments, develop action plans and assess needs and risk.	✓A
	E3	Extensive experience of working with families that are reluctant to engage with services.	✓A
	E4	Experience in using AssetPlus as an active tool and acting as the Lead Professional	A
	E5	Evidence of recording casework using information and data management systems.	A
Qualification	Q1	<p>SO2</p> <p>Professional Certificate in Effective Practice (youth justice) or qualification in related field.</p> <p>PO1</p> <p>A recognised qualification in work with children or young people</p> <p>Or</p> <p>Evidence of equivalent experience</p>	
Other Requirements	R1	Able to work outside normal office hours including evenings and weekends. Evening work is a core component of the post. In addition, a commitment to be able to work at weekends is essential	
	R2	This post is subject to an enhanced DBS check.	

<p>Core Values and Behaviours</p>		<p>Equity</p> <ul style="list-style-type: none"> • Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter. • Ensure fairness and justice is at the heart of my decision making and support to my team and others. • Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do. • Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part • Take positive action to ensure everyone in my team has opportunities to learn and grow at work • Encourage everyone to be themselves at work and value who they are • I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals. 	
		<p>Kindness</p> <ul style="list-style-type: none"> • Treat each member of my team with respect and dignity just as I would want for myself. • Encourage each member of my team to do their very best work and am available to them to provide support and guidance. • Personalise my support to each team members and look out for them, lending a hand wherever I can • Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together • Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard • Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals. • Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth. • Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions. 	
		<p>Accountability</p> <ul style="list-style-type: none"> • I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way 	

		<ul style="list-style-type: none"> • I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives. • I ensure my team plan ahead, getting the basics right and take swift action when problems arise • I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others. • I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track. • I share my learning, knowledge and skills with others through coaching and mentoring and encourage others to do the same. • I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do. • I encourage my team to learn and grow and ask questions to find the information they need to do their jobs 	
		<p>Ambition</p> <ul style="list-style-type: none"> • Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do. • Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved. • Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together • Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes • I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities. • Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries. • Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth. 	

