

# Job Description and Person Specification

## Qualified Social Worker Youth Justice Service

A Lambeth to be proud of



**Job Title:** Youth Justice Officer (YJS)

**Department:** Children's Services

**Division:** Integrated Children's Commissioning & Youth Services

**Business Unit:** Youth Justice Service

**Grade:** PO3

**Reports to:** Team Manager (YJS)

**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.

## Job Purpose

The purpose of the role is to manage a case load of young people known to the youth justice service. The role requires innovative engagement of young people from diverse backgrounds and arranging packages of support for them and their families. The role will collaborate with other professionals to assess, develop and deliver activities that support personal and social skills and participation in society. The role will directly contribute to youth justice service outcomes by creatively engaging young people who are subject to youth justice orders and statutory interventions. The role will ensure all social work activity is carried out in accordance with policy & procedures. Best practice in equality, diversity and inclusion will feature throughout the work.

This post will benefit from the Council's Social Worker Retention Scheme.

## 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.

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

2. To gather information, analyse and assess 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 co-produce with young people and families, bespoke support plans that 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 convene, prepare for and attend professional meetings including strategy meetings and child protection conferences, presenting information in a clear and concise manner.
6. To undertake regular Court duty, providing advice and support to young people, their families and the judiciary
7. 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.
8. To act as lead professional for allocated cases and work collaboratively with partners using a family based/trauma informed approach that increases young people and family resilience.
9. Working collaboratively with young people and a wide range of agencies, adopt creative and innovative approaches to deliver effective evidence-based group or individual programmes which reduce the risk of offending and sustain engagement in education, training and employment
10. To adopt a strength based restorative approach in engaging young people and work together with colleagues to support opportunities to repair harm.
11. 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
12. Contribute to the development of team/project/service plans and procedures to ensure these reflect the needs of young people.
13. To attend and represent the team at internal and external meetings where relevant to the role
14. To undertake other duties that might be reasonably requested from time to time including being available for weekend cover arrangements and on occasion working evenings and weekends.
15. 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.

16. To work flexibly in undertaking the duties and responsibilities of this job and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.
17. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others; Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
18. To implement the Council's Equality, Diversity and Inclusion policies and to work actively to promote inclusion and overcome discrimination on grounds of age, disability, gender, race, religion/belief, sexuality or status in the Council's service. To take responsibility appropriate to the post held for tackling racism and promoting good race, ethnic and community relations.

## 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>			<b>Shortlisting Criteria</b>
<p><b><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></b></p>			
<b>Key Knowledge</b>	K1	A detailed working knowledge of the legislation that underpins the Youth Justice System.	
	K2	Good understanding of young peoples' development; social work theory and methods of social and informal education within the context of youth justice system	
	K3	Good understanding of youth justice systems including national standards and scaled approach and evidence of effective practice that build desistance and resilience	
	K4	A very good understanding of the factors that impact educational and personal achievement for young people	
	K5	A very good knowledge and understanding of the youth justice principles and practices, along with safeguarding and child protection and data protection regulations	A
	K6	Comprehensive knowledge of the role of the YJS in Youth Court and Crown Courts	
	K7	Understanding of the Council's Equality, Diversity and Inclusion policies and legal requirements for anti-discriminatory practice within all practice	
<b>Relevant Experience</b>	E1	Experience of direct work with young people, their families in formal and informal networks i.e. one to one, group work, outreach and detached basis	
	E2	Substantial experience of working with vulnerable young people who are at risk, of crime, ASB, NEET, SEND, exploitation etc.	✓A
	E3	Experience of case recording using a formal IT system. Proficiency in IT skills	
	E4	Experience of successful partnership working with a wide range of agencies including Health, Police, Education, Crime Reduction, Youth Justice and children's social care	A
	E5	Experience of working with children, adolescents and their families within a diverse community.	A
	E6	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.	✓A
	E7	Experience of delivering group interventions with young people, families and victims of crime.	
	E8	Experience of preventative and post – court elements of Youth Offending Service work.	
<b>Qualification</b>	Q1	A Degree in social work (Social Work England registered)	

		Or educated to degree level with a recognised professional qualification in Social Care and evidence of demonstrable (2 years) post qualification experience.	
<b>Skills</b>	S1	Proven ability in engaging with young people, setting and maintaining clear boundaries, building relationships and positively influencing change	✓A
	S2	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.	
	S3	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.	
	S4	Ability to contribute to an integrated team approach and demonstrating strong personal initiative	
	S5	Ability to work with victims of crime and assess and engage them in restorative interventions.	
<b>Other Requirements</b>	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><b>Core Values and Behaviours</b></p>		<p><b>Equity</b></p> <ul style="list-style-type: none"> <li>• Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.</li> <li>• Ensure fairness and justice is at the heart of my decision making and support to my team and others.</li> <li>• 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.</li> <li>• Develop others and ensure we work as <b>one team for Lambeth</b>, encouraging everyone to play their part</li> <li>• Take positive action to ensure <b>everyone</b> in my team has opportunities to <b>learn and grow</b> at work</li> <li>• Encourage everyone to <b>be themselves</b> at work and value who they are</li> <li>• I am inclusive and actively <b>celebrate diversity</b>, recognising everyone in my team as individuals.</li> </ul>	
		<p><b>Kindness</b></p> <ul style="list-style-type: none"> <li>• Treat each member of my team with <b>respect and dignity</b> just as I would want for myself.</li> <li>• <b>Encourage</b> each member of my team to do their very best work and am available to them to provide support and guidance.</li> <li>• Personalise my support to each team members and look out for them, lending a hand wherever I can</li> <li>• Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together</li> <li>• Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard</li> <li>• Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.</li> <li>• Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.</li> <li>• 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.</li> </ul>	
		<p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• I ensure my team and employees take individual and collective accountability for</li> </ul>	

		<p>performance and delivery, making sure that they have clear plans and performance objectives.</p> <ul style="list-style-type: none"> <li>• I ensure my team plan ahead, getting the basics right and take swift action when problems arise</li> <li>• I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.</li> <li>• 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.</li> <li>• I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same.</li> <li>• I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.</li> <li>• I encourage my team to learn and grow and ask questions to find the information they need to do their jobs</li> </ul>	
		<p><b>Ambition</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.</li> <li>• Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together</li> <li>• 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</li> <li>• I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.</li> <li>• Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.</li> <li>• 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.</li> </ul>	