



## Job Description

Job Title: Youth Offending Team Worker

POSCODE: HAY0799

Grade: J

### Overall Purpose of Role

Receive and evaluate complex referrals, make assessments, arrange, action, and review intervention plans with young people and their parents and work in partnership with other statutory and voluntary agencies in order to prevent offending by young people in Northamptonshire as a member of a multi-disciplinary service under the Crime and Disorder Act 1998 and within the requirements of the Youth Justice Board including influencing the direction of future services.

### Main Accountabilities

Main Accountabilities	
1	Provide direct support and advice and arrange, action, deliver and review intervention plans (including challenging and complex cases) with young people, parents and their families in a variety of settings and in partnership with various statutory and voluntary agencies within departmental policy, the requirements of the Youth Justice Board and in accordance with Effective Practice Guidelines, National Standards and other statutory obligations.
2	Make assessments and prepare reports (including challenging and complex cases) for Referral Order Panel, Youth Courts, Crown Courts and other courts in accordance with departmental policy, Effective Practice Guidelines, National Standards and other statutory legislation and requirements.
3	Keep appropriate case records, statistics and other information meeting the requirements of the service, its partner agencies and in accordance with Effective Practice Guidance, National Standards and the requirements of the Youth Justice Board. Undertake audit and other quality assurance processes.
4	Act as duty officer within the team, evaluate and respond to new referrals, 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.
5	Act as court duty officer in accordance with departmental policy and National Standards, in the local Youth Court including providing information to the Court, the Crown Prosecution Service, defence solicitors and other court users, prosecute breaches of court orders and represent the service in other court settings.

6	Represent the service at meetings with partner agencies, with other local statutory and voluntary organisations and within the local community in order to meet the statutory requirement of the service to prevent offending by young people. Supervise others to provide services in support of this aim, for example students and employees without a vocational qualification.
7	Chair reviews of Secure Remands, Remands to Local Authority Accommodation and of Detention and Training Orders in various settings and in accordance with departmental policy, the requirements of the Youth Justice Board and National Standards.
8	Attend training courses and employee development activities in order to keep up to date with legislative changes and requirements of the Youth Justice Board and NYOS.
9	To promote mediation and reparation between victims and offenders, by working with specialist colleagues.
10.	Any other duties as required.

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*  
 We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

## Person Specification

### Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
	DipSW /CQSW or PCG /BEd or Dip Youth and Community Studies or similar relevant professional qualification.	Essential 1, 2, 4
Degree / Professional Certificates	Degree in relevant subject Professional Certificate in Effective Practice (Youth Justice)	Desirable 1,2,4

Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
<b>Knowledge &amp; Experience:</b>	Experience in a discipline directly related to Youth Justice.	Essential 1,2
	Some knowledge of current legislation, research and issues relating to youth offending.	Essential 1,2,5
	Understanding of multi-agency working. Some knowledge of Health and Safety issues.	Essential 1,2
	Experience of working within a YOS. Court experience. Experience of using the Careworks database	Desirable 1,2

<b>Skills:</b>	Able to create positive working relationships and communicate effectively with staff, other professionals, young people, and members of the public.	Essential 1,2
	Able to use own initiative and to work to targets and prioritise workload to strict deadlines.	Essential 1,2
	Able to work as part of a multidisciplinary team.	Essential 1,2
	Able to read and write comprehensive reports, to maintain high quality records and correspondence dealing with complex issues.	Essential 1,2
	Able to assess, support and motivate young people where levels of vulnerability and risk to themselves and to the public are high.	Essential 1,2
	Ability to make professional judgements in a multi-disciplinary setting and to negotiate resources	Essential 1,2
	Able to consult with professionals inside and outside the council and persuade and gain commitment from them.	Essential 1,2
	Able to work with IT systems.	Essential 1,2,3
	Ability to give presentations to employees and other agencies.	Desirable 1,2
<b>Equality</b>	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.	Essential 1,2
<b>Other Requirements</b>	Able to travel effectively to attend meetings across the county and beyond, and facilitate transport for young people, parents etc.	Essential 1,2
	To work outside normal office hours including evenings, Saturdays, Sundays and Bank Holidays (approx 20%).	Essential 1,2

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

### Disclosure Level

**What DBS Level is required for this post?**

None

Standard

Enhanced Child Only

Enhanced Child/Adult Bar

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<b>Working Arrangements</b>	
What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	
Fixed	<input type="checkbox"/>
Flexible	<input checked="" type="checkbox"/>
Field	<input type="checkbox"/>
Home	<input type="checkbox"/>