# CAMBRIDGESHIRE COUNTY COUNCIL

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| **JOB DESCRIPTION**  **Job Title: Youth Justice Officer**  **Section: Youth Justice Service**  **Directorate: Children, Education & Families**  **Reports to: YJS Area Team Manager or Senior Youth Justice Officer** Grade: S01/SO2 **(Entry Scale SO1 with progression to SO2 through competency framework)** |
| **Job Purpose:**  To perform tasks as Youth Justice Officer (YJO) managing, supervising, and enforcing community and custodial sentences, out of court disposals and prevention work. To deliver services to children who have offended or are at risk of offending as laid down by relevant legislation, local and national standards. |
| **Job Dimensions**   1. To work as part of multi-disciplinary team delivering services to prevent and reduce offending behaviour amongst young people. Manage a caseload of community and custodial sentences, out of court disposals and prevention work ensuring effective assessment, intervention planning, review, and risk management. 2. To prepare reports for court and panels and enforce orders and out of court disposals within the agreed timescales. To deliver services and interventions to young people in or on the periphery of the Criminal Justice System as required by relevant legislation, local and national standards. 3. To work in partnership with Youth Justice colleagues and partners to develop effective interventions for young people that reduce the likelihood of re-offending and ensure that the young person and victims and potential victims are safeguarded. To represent the Youth Justice Service at multi-agency meetings, in court, at referral order panels and other forums. 4. To contribute to the development of the team and overall performance of the Youth Justice Service. |
| **Principal Accountabilities**   1. **Case Management – Assessment and Intervention – 30%** 2. To assess young people and their parents/carers using AssetPlus or the Out o Court Disposal assessments and other tools to identify factors that relate to their offending, including complex and highly vulnerable young people. To make clear and defensible assessments in relation to young people’s risk of re-offending, risk to others and risk to the young person and develop associated management plans. 3. To prepare high quality pre-sentence reports, referral order reports and parenting assessments within required deadlines. 4. To collaborate with young people and their parents to agree intervention plans that focus upon reducing the risk of re-offending, ensure that the young person and victims and potential victims are safeguarded and promote positive futures. 5. To deliver interventions that focus upon reducing the risk of re-offending, ensuring that the young person and victims and potential victims are safeguarded and promote positive futures. 6. To effectively manage and maintain local standard contacts for young people subject to community and custodial based penalties, out of court disposals, prevention work and parents/carers subject to parenting orders. 7. To identify and refer young people and parents/carers who have identified needs for available Youth Justice specialist Interventions. 8. To supervise young people and parents/carers in compliance with conditions and requirements of their order or disposal. To record all contacts and required information in line with local standards and YJB Guidelines. 9. To adopt a ‘whole family approach’ when working within the Together for Families framework and take a Lead Professional Role. 10. **Court, Referral Order Panels and Enforcement - 30%** 11. To represent the Youth Justice Service in Youth and Crown Court as an advocate on behalf of young people and the service. To sit on referral order panels as an experienced designated Youth Justice Service Representative. 12. To enforce court orders, licences and out of court disposals in line with local agreed local standards and prepare breach evidence for prosecution as required. To prosecute the breach of community penalties and provide the required evidence to court. 13. To complete bail assessments using bail AssetPlus (YJB Assessment Tool) and inform the court of the most appropriate options. 14. Whilst representing the Youth Justice Service demonstrate an understanding of legal/technical issues pertinent to young people who have offended and their parents or carers, including safeguarding and other relevant legislation. 15. To represent the Youth Justice Service at Saturday and Bank Holiday Emergency Youth Court approximately 4 times a year. 16. **Recording and Information – 10%** 17. To ensure that all assessments, case contacts, intervention plans, management plans and enforcement records and appropriate decisions are recorded on ChildView Youth Justice (CVYJ). 18. To ensure that relevant information, interaction with colleagues and decision making is recorded to a high standard on CVYJ. To ensure that case information is effectively updated and maintained on an ongoing basis to reflect good practice and enable colleagues to access information on young people and parents/carers as and when required. 19. **Partnership and Team Development – 30%** 20. To work with partner agencies to prepare interventions that will enable young people and their parents/carers to take steps to reduce their risk of re-offending, ensuring that the young person, victims, and potential victims are safeguarded. 21. To work with custodial and secure establishments to plan through care and prepare sentence plans to assist young people rehabilitate, preventing further offending and support reintegration into the community. 22. To represent the Youth Justice Service at multi-agency community meetings to prevent and reduce offending by young people. 23. To provide support to colleagues through constructive feedback on reports and assessments. To support the development of the team through attendance and constructive contribution at team meetings and training events. 24. To work with partner agencies to ensure safeguarding of children and young people. |

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| The following criteria are appropriate for this post. You must meet the essential criteria to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.  **Education, Qualifications & Training**  Essential   * Foundation degree or equivalent (Level 5) in a relevant subject (e.g. Youth Justice, Psychology, Criminology, Health, and Social Care) or equivalent professional qualification within health, social care, police, probation, education or similar.   Desirable   * Relevant professional qualification, e.g. Degree in Social Work, Professional Qualification in Probation or relevant professional qualification recognised by Police or Health.   **Knowledge & Experience**  Essential   * Experience in social care, work with adolescents, criminal or youth justice practice. * Experience of casework, caseload management, supervision, risk management and inter-agency working. * Good working knowledge of relevant legislation relating to criminal justice and young people. * Understanding of criminal justice policy and practice. * Commitment to anti-discriminatory, equality of opportunity and ability to integrate within practice. * Ability and willingness to travel across the county and occasionally beyond.   Desirable   * An understanding of the challenges of engaging and managing complex young people within the community and custody. * Work within a multi-agency team.   **Skills & Attributes**  Essential   * Ability to communicate effectively at all levels and through all mediums and work closely within a team. * Ability to take an objective overview in order to make a decision. * Able to manage workload effectively in consultation with the Area Team Manager or Senior Youth Justice Officer. * Commitment to best outcomes for young people and implementing evidenced based effective practice programmes. * Commitment to working in partnership with other agencies. * Effectively be able to use IT equipment and electronic case management databases and programs. * Ability to maintain compliance with appropriate policy, procedures, and operational instructions by supervisor. * Ability to ensure workload is managed within timescales and work throughput systems are maintained and accountable.   Desirable   * Demonstrable IT literacy.   **CCC** **Behaviours**  Core  Respect for Others - Level 2 : Acts Accordingly to Values & Beliefs  Self Confidence - Level 2 : Self-Belief  Teamwork and Co-operation - Level 3 : Solicits Input from Other Team Members  Customer Focus - Level 1 : Responds to Customer Needs  Planning and Organising - Level 2 : Plans & Prioritises  Problem Solving and Decision Making - Level 3 : Thinking Outside the Box  Other relevant behaviours  Effective Communication - Level 3 : Actively Listens and Shares  Partnership Working - Level 2 : Builds Relationships  Initiative - Level 2 : Proactively Plans for Short Term Opportunities |