

Job Description

Job Title: Youth Justice Officer

POSCODE:

Grade: SO1/SO2

Overall purpose of the job

The overall purpose of the role is to work as part of a multi-agency service to prevent offending and reoffending by children aged 10-17. The postholder will assess, plan and deliver quality interventions with children and families who are referred to the service by the Courts or Police and will creatively engage and support them to move forwards positively.

Main accountabilities

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1.	To work within a multi-disciplinary team and be responsible for all aspects of case management of a complex and challenging caseload of children, young people and their families with the Youth Justice Service.
2.	To gather information, analyse and assess to manage risk concerns, re-offending and safety/wellbeing accurately using appropriate screening and assessment tools; taking necessary measures to ensure welfare needs are dealt with effectively and that concerns for the victim and public protection considerations are appropriately managed.
3.	To prepare high quality reports for court and panels and clear and defensible proposals for out of court resolutions 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.
4.	To establish and develop collaborative working arrangements with key partner agencies such as Targeted Support, Children's Social Care, Education, Health, Police, Probation, Youth Custody Services, Courts and voluntary sector organisations and to represent the Youth Justice Service in a professional manner at meetings and in all communication with partners.
5.	To positively engage with and support children to make positive changes in their lives and help them to engage with opportunities within their communities and encourage them to be as successful as possible whilst reducing concerns for harm to others and increasing their safety and wellbeing.
6.	To identify and refer children and parents/carers who have identified needs for available Youth Justice specialist interventions and to work with partner agencies to ensure children are appropriately safeguarded.
7.	To adopt a 'whole-family' approach and engage with parents/carers and the wider family when necessary.
8.	To collaborate with children, young people and families and create bespoke intervention plans that are strengths-based, future focused and work towards reducing concerns regarding the safety of others and/or safety of the child. To regularly review these plans to ensure their suitability and effectiveness and to manage transitions to other services or when exiting effectively.
9.	To effectively manage and maintain local standard contacts for children subject to community and custodial based penalties, out of court resolutions, prevention work and parents/carers subject to parenting orders.
10.	When necessary to enforce Court Orders and Notices of Supervision/Licences in line with court and service expectations and prepare breach evidence for prosecution as required. To prosecute the Breach of Community Penalties and provide the required evidence to Court.

11.	Demonstrate an up to date understanding of youth justice legislation, local guidance and procedures relevant to children/young people including safeguarding and child care law.
12.	To ensure that relevant information, interactions with colleagues, face to face contacts, meetings and decision making is recorded accurately and to a high standard on the YJ database within agreed timescales.
13.	To ensure that children and young people's diversity is recognised and responded to and seek to identify, challenge and overcome structural barriers within systems, processes and practice.
14.	As part of a Duty System to represent the Youth Justice Service in Youth and Crown Court as an advocate on behalf of young people and the service including representing the YJS at Saturday and Bank Holiday Emergency Youth Court as required (up to 7 times a year).
15.	Whilst representing the Youth Justice Service demonstrate an understanding of legal/technical issues pertinent to children who have offended and their parents or carers, including safeguarding and other relevant legislation.
16.	To sit on Referral Order Panels as an experienced designated Youth Justice Service Representative offering support and guidance to panel members as needed.
17.	To work with custodial and secure establishments to plan through care and prepare sentence plans to assist young people with resettlement, preventing further offending and support reintegration into the community.
18.	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.
19.	To maintain own professional development through training and keeping up to date with current theory, legislation, guidance and youth justice practice.
20.	To contribute to the development of the team and overall performance of the Youth Justice Service.
20.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
21.	Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.
22.	Safeguarding commitment 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 required for this job

Qualifications Required	Subject	Essential/ Desirable
Level 5 qualification or equivalent	Foundation Degree in a relevant subject (eg. Youth Justice, Psychology, Criminology, Health, and Social Care) or equivalent professional qualification within health, social care, police, probation or education.	Essential
Relevant professional qualification	e.g. Degree in Social Work, Professional Qualification in Probation or relevant professional qualification recognised by Police or Health.	Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge		
	Knowledge of the legislation, guidance, principles and standards relevant to youth justice practice.	Essential
	Knowledge of legislation and guidance relating to Safeguarding Children and Young People.	Essential
	Knowledge and understanding of the complexities of adolescence.	Essential
Skills		
	Able to undertake assessments of children, and their families to identify risks, needs and strengths to inform statutory and voluntary interventions.	Essential
	Able to manage own workload effectively and within timescales (in consultation with the Area Team Manager or Senior Youth Justice Officer).	Essential
	Able to communicate effectively at all levels and through all mediums (including written reports) and work positively and effectively within a multi agency service.	Essential
	Able to build supportive and positive working relationships with children aged 10-17.	Essential
	Able to maintain compliance with appropriate policy, procedures, and operational instructions.	Essential
	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 and some Bank Holidays to cover Court duty.	Essential
	Able to effectively use Information Technology and electronic case management databases.	Essential
	Ability and willingness to travel across the county	Essential
Experience		
	Significant experience of working with adolescents in a social care, youth work, education, criminal or youth justice setting	Essential
	Experience of casework, caseload management, risk management and multi-agency working.	Essential
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero (applies to all roles).	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
Safeguarding (applies to all roles working with children/vulnerable adults).	Demonstrate an understanding of the safe working practices that apply to this role. Ability	Essential

	to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	
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Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
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