

## CAMBRIDGESHIRE COUNTY COUNCIL

### JOB DESCRIPTION

<b>Job Title:</b>	<b>YJS High Risk/ ISS Officer</b>
<b>Section:</b>	<b>Youth Justice Service</b>
<b>Office:</b>	<b>Office of Children &amp; Young People's Service</b>
<b>Reports to:</b>	<b>Youth Justice Service Team Leader</b>
<b>Location:</b>	<b>County Wide-Office base to be confirmed with successful applicant</b>
<b>Hours:</b>	<b>30 HOURS</b>
<b>Grade</b>	<b>S01</b>

#### **Job Purpose:**

As a designated officer working within the High-Risk team, the post holder will contribute to the duties of the team by organising, providing, and coordinating non-therapeutic activities for young people subject to ISS requirement (Intensive Supervision and Surveillance), those assessed as high risk and young people who are at risk of remand/custody. This includes supporting young people with education, training, and employment with the aim to reduce the likelihood of further offending. The post holder will contribute to the surveillance of identified young people by tracking their whereabouts and exploring the reasons for non-compliance.

#### **Job Dimensions**

To work as part of multi-disciplinary team delivering services across Cambridgeshire to prevent and reduce offending behaviour amongst young people. To work closely with YJS Officers and members of the High-Risk Team to support the assessment, intervention planning, review, and risk management processes.

To work in partnership with YJS colleagues and partners to develop, implement, and participate in effective activities and education packages that reduces the risk of young people reoffending, vulnerability and harm to the community. To supervise sessional support staff.

To use the Child First approach to work collaboratively with young people, helping to support changes and solutions in difficult and complex situations. The role can be fast paced. Excellent communication skills, and experience in engaging young people positively and effectively. Ability to work flexibly to meet competing demands within agreed timescales.

To work unsociable hours including evening and weekends when required. To participate in an on-call rota and to contribute to the surveillance of identified young people.

**To integrate and support young people into education/ training and employment in line with the ISS requirements. (10%)**

- a) To identify training providers and recruitment agencies and liaise closely with them to reintegrate young people into training and employment.
- b) To prepare young people for reintegration into training and employment by working on specific skills such as CV writing, interview skills, retaining and keeping employment etc.
- c) To liaise closely with schools/ education provider for school-aged young people and any other relevant professional to minimise the risk of exclusion.
- d) To attend all relevant education meetings in order to effectively manage needs of the young person and the provider.

**To organise and assess meaningful activities for High-Risk young people to promote pro-social skills and confidence and extend their interests and hobbies. (20%)**

- a) Provide 1:1 intensive support for a caseload of young people with a focus on supporting their intervention plan as identified by Asset in order to reduce risk of harm and re-offending.
- b) To organise, participate and deliver a timetable of activities for High-Risk young people to assist in reducing future offending. This will include setting up projects and taking the lead with young people in small groups.
- c) To work alongside the High Risk and Deter activities Officer, attending and participating in existing projects and constructive pursuits with young people.
- d) To undertake risk assessments on activities in conjunction with the High Risk and Deter activities officer.
- e) To deliver work with young people to help them achieve an educational qualification/award. Be responsible for submitting work for accreditation.
- f) To attend risk panels and other multi-agency community meetings to prevent and reduce re-offending by young people.
- g) To obtain and hold records of parental consent and medical information on young people to ensure appropriate preparation for activities.

**To organise a timetable with all the planned activities for each young person a week in advance that encompasses their intervention plan and the five core elements of ISS (20%)**

- a) To produce a timetable on a weekly basis for young people subject to ISS, assessed as High-Risk or those that are at risk of remand/custody. This will be in accordance with the young person's intervention plan. For those young people on ISS this must encompass the 5 core elements of ISS.
- b) To involve the young people in the planning of their activity programme and review regularly.

- c) To plan, organise and monitor the activities carried out by casual support staff with the young people.
- d) To liaise closely with the casual support staff to monitor and review the projects and organise feedback to the team.
- e) To input all planned activities on a designated database within a planned time schedule to send to the young person and carer.
- f) To provide accurate and constructive feedback at team meetings on the progress of the young person and to participate in reviews.
- g) To maintain accurate, up-to-date records using IT systems and to provide reports as required.
- h) To engage families through positive parenting sessions and family meetings where required.

#### **Partnership and Team Development (15%)**

- a) To be available if required to work irregular hours - evenings and weekends - in order to divert young people from offending when they are most vulnerable.
- b) To be available to participate in an on-call system and be part of the on call rota.
- c) To seek the view of colleagues, partner agencies and project users in respect of the effectiveness of the services provided and advise the High-Risk manager accordingly.
- d) To work collaboratively with partner agencies and YJS colleagues to plan, organise and deliver activities and projects as part of an intervention plan that will enable young people to reduce their risk of re-offending, serious harm and vulnerability.
- e) To support the development of the team through attendance and constructive contribution at team meetings and training events. To work with partner agencies to promote and ensure safeguarding of children and young people.
- f) To incorporate equal opportunities policy and anti-discriminatory practice in all areas of work and comply with all Cambridgeshire County Council policies and procedures.
- g) To be an integral member of the Youth Justice Service, contributing to the delivery of the service as contained within the Youth Justice Plan.
- h) To manage sensitive information with care and to share information with partner agencies in compliance with set protocols.
- i) To case manage young people on other types of court orders or disposals as and when required and agreed by line manager.
- j) To attend and produce written reports for the Courts as required.

**To contribute to the surveillance and enforcement element of the ISS requirement in close liaison with the High-Risk Team Leader (10%)**

- a) To provide daily tracking of the young people's whereabouts by making arrangements with outside agencies and casual relief staff to be informed of any acts of non-compliance.
- b) To be actively involved in checking where young people are by phone or by spot-checks on locations, if in doubt about their whereabouts.
- c) To inquire about reasons for non-compliance and to record and provide this information to the case manager according to standardised guidelines.
- d) To be responsible for the enforcement of ISS including warning letters, all stages of breach proceedings and the production of breach reports.

**Support and Supervision (10%)**

- a) To co-ordinate, plan, organise and monitor the activities carried out by sessional support staff with the young people.
- b) To liaise closely with the sessional support staff to monitor and review the projects and organise feedback to the team.
- c) To attend and support the supervised meetings with sessional support worker staff in liaison with the responsible Team Leader.
- d) To keep yourself up to date on information and professional development. Contribute to caseload management, evaluation of professional practice, supervision, and the appraisal process.
- e) To attend, support and deliver the EPP and appraisal process for sessional staff.

**Recording and Information (15%)**

- a) To ensure that all activity contacts, interventions, identified concerns and appropriate decisions is recorded on the YJS database.
- b) To ensure that relevant information, interaction with colleagues and decision making is recorded to a high standard on the YJS database. 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.

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**PERSON SPECIFICATION**

**Job Title:** High Risk/ ISS Officer

**Section:** Youth Justice Service

**Office:** Office of Children & Young People's Service

**Reports to:** Youth Justice Service Team Leader

**Grade:** SO1

## **Education, Qualifications & Training**

### Essential

- Key Skill Level 3: 2 'A' levels (4 AS Levels), ONC, OND, BTEC, NVQ level 3 or equivalent in relevant/related field.

### Desirable

- Foundation Degree in Youth Justice, BA (Hons) **or** PG Cert / PG Dip **or** MA in Youth and Community Work **or** Youth Work and Community Development, NVQ level 4 Health and Social Care **or** Relevant professional qualification, e.g. Dip SW, Probation Diploma or relevant professional qualification recognised by Police or Health

## **Knowledge & Experience**

### Essential

- Experience of working with young people with challenging behaviour
- Experience of working in a statutory or voluntary agency
- Experience of working within a structured plan and to set timescales
- Experience of working flexibly and under pressure
- Experience of advising and advocating on behalf of the young people
- Knowledge of the Youth Rehabilitation Order and the Intensive Supervision and Surveillance Requirement.

### Desirable

- Experience in Social Care, Youth Work, Work with adolescents, Criminal or Youth Justice practice
- Experience of casework, supervision, risk management and interagency 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
- Understanding of managing young offenders within the community and custody
- Work within a multi-agency team

## **Skills & Attributes**

### Essential

- Commitment to working in partnership with other agencies to develop broad ranging packages of support.
- Ability to communicate effectively at all levels, through different mediums as required and work closely within a team
- Ability to engage in effective team work
- Ability to working independently, using own initiative
- An aptitude for working with young people in a child focussed and centred way, motivating young people to produce their best whilst establishing good boundaries
- Ability to contribute to the development of creative and effective packages that will contribute to a reduction in offending
- Ability to evidence a positive approach to young people
- Commitment to anti-discriminatory practice, equality of opportunity and ability to integrate into practice.
- Demonstrate effective use of IT and electronic case management using different IT systems
- To work flexibly including evenings and weekends
- Willing to participate in an on call rota
- Ability and willingness to travel across the county and transport young people when required

#### Desirable

- Ability to take an objective overview in order to make a decision
- Able to manage workload effectively in consultation with the Team Leader
- Commitment to best outcomes for young people and implementing evidence based effective practice programmes
- 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
- Ability to plan, organise and produce a timetable of activities within a set timescale
- Supervisory skills (with support of line manager and colleagues). Ability to provide supervision, support, staff performance, staff development with casual staff.

#### **CCC Behaviours**

##### Core

Respect for Others  
 Self Confidence  
 Teamwork and Co-operation  
 Customer Focus  
 Planning and Organising  
 Problem Solving and Decision Making

##### Other relevant behaviours

Effective Communication  
 Partnership Working  
 Initiative

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