



Job Description

Job Title: Assistant Youth Offending Team Worker

POSCODE: HAY0800

Grade: I

Overall Purpose of Role

As part of the Children and Young People's Service, the Youth Offending Service was formed in 1999 following the bringing together of multi-disciplinary groups including Youth Justice, Police, Probation and Healthcare. The YOS exists to work within the 1998 Crime and Disorder Act, dealing with young people between the ages of 10 and 17 who have been dealt with by the Youth Court. The YOS also works with children referred by the Police to be dealt with by way of an Out of Court Disposal for an admitted offence, and with children who are seriously thought to be on the cusp of offending, via preventative services. Assistant Youth offending workers will be allocated to a role within PADS, Restorative Justice, or Court Work. There will be an expectation that all staff will be allocated workers to support young people who are known to the YOS.

Main Accountabilities

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1	To be responsible a caseload of Young People, undertake assessments and reviews of the circumstances of the offence and the offender child and to implement and deliver intervention plans in order to reduce crime and prevent re offending.
2	Through direct contact with the referred person, families, carers and other agencies, devise and carry out intervention plans, using negotiated resources and to contribute to the reviewing and revising of plans in accordance with National Standards.
3	Be responsible for administration duties and court preparation duties. Work and complete assessments with young people in court cells and liaise with the Youth Justice Board to ensure the young person safety and wellbeing is prioritised
4	Be responsible to ensuring all assessments and case recording are maintaining systems to ensure the young person is safeguarded and that information sharing, ensuring accuracy and confidentiality in accordance with policies and procedures are followed.
5	To develop and maintain links and liaison with other agencies, professionals and organisations that provide assistance to offenders or victims to address the offending behaviour and to reduce crime and re-offending.
6	To participate actively in training, supervision, and Unit meetings to continually update knowledge and personal development.

7	To promote the objectives, policies, and practices of the Youth Offending Services and to contribute to the functions and smooth running of the service.
8	To work on a rota basis to ensure duty cover during core office hours one day per week to ensure the service responds in accordance with Youth Justice Board obligations.
9	To mediate between victim and offender and, where appropriate, achieve mutually acceptable offence resolution and reparation in order for offenders to be reintegrated into the community.

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 needed for this post

Qualifications Required	Subject	Essential/Desirable
Qualified to at least level 3	Relevant discipline for example NVQ 3 in health or social care, criminology teaching assistant	Essential
Evidence of Continuous Professional Development.	YJEPF	Desirable

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

Identify	Details	Essential/Desirable
Knowledge & Experience:		
Knowledge of National Standards and the Criminal Justice System	Understanding Young People's journey through the criminal justice system	Essential
Knowledge of reasons why YP have offended.	Have a good understanding of the factors that lead to young people involved in the Youth Justice System	Essential
Knowledge of safeguarding and Risk issues.	To have a clear understanding of how to recognise and manage risk to a young person and in the community. Have good knowledge of safeguarding issues and how to manage these. Understand how to manage safeguarding as per NCT policy	Essential
Skills:		
Intermediate IT Skills, using Careworks (database) and maintaining confidential records.	To be able to gather and record client and court information on relevant YOS systems including contacts with YP and their families.	Essential
Assessment skills.	To be able to assess Young People's information, data from other sources to identify risk factors that contribute to offending behaviour and devise an appropriate intervention plan.	Essential
Professional engagement skills.	To manage interactions and relationships sensitively and professionally, gaining engagement from potential clients whose participation is voluntary, in order to provide accessible change opportunities to children who may live particularly chaotic lives.	Essential

Presentation skills.	Be confident in creating and presenting offending behaviour programmes with YP and victims.	Essential
Experience		
Previous Experience in a social work/direct work setting with children and young offenders	The jobholder has to interview children and young people and needs to have the ability to win confidence and build up trust in order to have an interpretation of what is happening. Experience of how to assess young people in order to draw up appropriate intervention plans. Be able to work with challenging hard to engage young people confidently and calmly.	Essential
Report writing skills.	Be able to confidently bring together a variety of information to inform and create a full picture of a Victim to create a report that will enable and support Referral Order Panellist to have a good understanding of the impact of offending	Essential
Equality	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
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults	

Disclosure Level

What DBS Level is required for this post?

None ☐

Standard ☐

Enhanced Child Only ☐

Enhanced Child/Adult Bar ☒

Working Arrangements

What work type does this role fit into?

Fixed ☐

Flexible ☒

Field ☐

Home ☐