

CAMBRIDGESHIRE COUNTY COUNCIL

JOB DESCRIPTION

Job Title:	YJS High Risk/ ISS Officer
Section:	Youth Justice Service
Office:	Office of Children & Children's Service
Reports to:	Youth Justice Service Team Leader
Location:	County Wide-Office base to be confirmed with successful applicant
Hours:	30 HOURS
Grade	SO1 (Pro Rata)

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 children subject to the ISS requirement (Intensive Supervision and Surveillance), those assessed as high risk and children who are at risk of remand/custody. This includes supporting children 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 children 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 children. 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 children reoffending, vulnerability and harm to the community. To supervise sessional support staff.

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

To integrate and support children 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 children into training and employment.
- b) To prepare children 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 children 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 child and the provider.

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

- a) Provide 1:1 intensive support for a caseload of children 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 children to assist in reducing future offending. This will include setting up projects and taking the lead with children in small groups.
- c) To work alongside the High Risk and Deter activities Officer, attending and participating in existing projects and constructive pursuits with children.
- d) To undertake risk assessments on activities in conjunction with the High Risk and Deter activities officer.
- e) To deliver work with children 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 children.
- g) To obtain and hold records of parental consent and medical information on children to ensure appropriate preparation for activities.

To organise a timetable with all the planned activities for each child 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 children subject to ISS, assessed as High-Risk or those that are at risk of remand/custody. This will be in accordance with the child's intervention plan. For those children on ISS this must encompass the 5 core elements of ISS.
- b) To involve the children 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 children.
- 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 child and carer.
- f) To provide accurate and constructive feedback at team meetings on the progress of the child 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 to divert children 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 if required.
- 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 children 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.
- 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 children 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 children'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 children 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 children.
- 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 children and parents/carers as and when required.

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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 children 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 children
- 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 children in the

criminal justice system.

- 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 teamwork.
- Ability to working independently, using own initiative.
- An aptitude for working with children in a child focussed and centred way, motivating children 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 children.
- 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 if required.
- Willing to participate in an on-call rota, if required.
- Ability and willingness to travel across the county and transport children 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 children 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