

## CAMBRIDGESHIRE COUNTY COUNCIL

### JOB DESCRIPTION

**Job Title:** Youth Offending Service Officer

**Section:** Youth Offending Service

**Office:** Communities & Safety / People & Communities

**Reports to:** YOS Area Team Manager or Senior YOS Officer

**Grade:** S01/SO2

**(Entry Scale SO1 with progression to SO2 through competency framework)**

#### **Job Purpose:**

To perform tasks as YOS Officer managing, supervising and enforcing community and custodial sentences, out of court disposals and prevention work. To deliver services to young offenders 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 enforce orders and out of court disposals within the required timescales. To deliver services and interventions to young offenders as required by relevant legislation, local and national standards.
3. To work in partnership with YOS colleagues and partners to develop effective interventions for young people that reduce risk of re-offending, risk to others and risk to the young person. To represent the YOS at multi-agency meetings, in court, at referral order panels and risk management forums.
4. To contribute to the development of the team and overall performance of the Youth Offending Service.

#### **Principal Accountabilities**

##### **1 Case Management – Assessment and Intervention – 30%**

- a) To assess young people and their parents/carers using AssetPlus (YJB Assessment Tool) and other tools to identify factors that relate to their offending, including complex and high risk 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

- b) To prepare high quality pre-sentence reports, referral order reports and parenting assessments within required deadlines.
- c) To prepare and agree Intervention plans with young people and parents/carers that focus upon reducing the risk of re-offending, risk to others and risk to the young person.
- d) To deliver interventions that focus upon reducing the risk of re-offending, risk to others and risk to the young person, including complex interventions with high risk young people
- e) To effectively manage and maintain local and national 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.
- f) To identify and refer young people and parents/carers who have identified needs for available YOS specialist Interventions
- g) 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 and national standards and YJB Guidelines
- h) To adopt a 'whole family approach' when working within the Together for Families framework and take a Lead Professional Role.

## **2 Court, Referral Order Panels and Enforcement - 30%**

- a) To represent the YOS 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 YOS Representative
- b) To enforce court orders, licences and out of court disposals in line with local and YJB national standards and prepare breach evidence for prosecution as required. To prosecute the breach of community penalties and provide the required evidence to court
- c) To complete bail assessments using bail AssetPlus (YJB Assessment Tool) and inform the court of the most appropriate options
- d) Whilst representing the YOS demonstrate an understanding of legal/technical issues pertinent to young offenders and their parents or carers, including safeguarding and child care law.
- e) To represent the YOS at Saturday and Bank Holiday Emergency Youth Court a maximum of 4 times a year.

### **3 Recording and Information – 10%**

- a) To ensure that all assessments, case contacts, intervention plans, management plans and enforcement records and appropriate decisions are recorded on ChildView Youth Justice (CVYJ).
- b) 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

### **4 Partnership and Team Development – 30%**

- a) 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, risk to others and risk to the young person.
- b) 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
- c) To represent the YOS at multi-agency community meetings to prevent and reduce offending by young people, specifically to meet targets of crime and disorder and offender management partnership
- d) 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
- e) To work with partner agencies to ensure safeguarding of children and young people

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### PERSON SPECIFICATION

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<b>Reports to:</b>	<b>YOS Area Team Manager or Senior YOS Officer</b>
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<b>(Entry Scale SO1 with progression to SO2 through competency framework)</b>	

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

#### **Education, Qualifications & Training**

##### Essential

- Social Care diploma level 4, Foundation degree in Youth Justice, Connexions PA Diploma, JNC recognised professional range youth work qualification and selected units from the level 5 Diploma or equivalent relevant qualifications to the above.

##### Desirable

- Relevant professional qualification, e.g. DipSW, Probation diploma 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

### Desirable

- Understanding of managing young offenders 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 YOS Officer
- Commitment to best outcomes for young people and implementing evidenced based effective practice programmes
- Commitment to working in partnership with other agencies
- Effective use of IT and Electronic case management
- 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