

Job Description

Job title	Youth Offending Officer / Turnaround
Directorate	Children and Adults
Team	Youth Offending Service
Grade	5

Main job purpose:

The youth offending officer role is to work to prevent children in the Youth Justice System from re-offending and to prevent children from entering the Youth Justice system. The youth offending officer will undertake often complex assessments of the risk of offending, risk of harm and safeguarding concerns of young people involved in the Criminal Justice System.

To hold responsibility for one specific area of Youth Justice practice, this could include one of the following Bail and Remand work including intensive supervision, Reparation and unpaid work, Referral Orders, Victim liaison.

To work effectively with children involved in the Youth Justice System and their parents and carers.

This post will specifically be involved in the development and support of Restorative practice services across the local authority. The post will also focus on the development of family interventions / mediation and parenting support activities.

Responsibilities:

To supervise a caseload of young people referred by the Youth Court and by the police as out of court disposals.

To prepare reports for the court and youth offender panels locally, and to prepare reports for the police Out of Court Disposal decision making panel.

To represent the youth justice service in the Youth Court and with the Police.

To assess the risks, safeguarding issues and diversity needs of young people involved in the criminal justice system in order to design and deliver interventions responsive to these needs.

To hold a caseload of young people who have been assessed as being at risk of re-offending / or causing harm to the community, and of being themselves vulnerable and at risk.



To deliver individual and sometimes group-interventions to young people in accordance with the National Standards for the Youth Justice System and locally agreed practice requirements.

To partake in a duty system for the Youth Offending Team, including attending the youth court when required.

To maintain and keep good case records of plans and decisions in accordance with departmental policy regarding the recording of work using the electronic case management system.

To liaise with and work alongside specialists in the Youth Offending Team in delivering interventions to young people.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives/targets.

To participate in one-to-one Performance Development Reviews and contribute to the identification of own and team development needs.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Accountabilities to Children and Young People

The children and young people of Medway have said the following qualities are really important to them:

- ✓ Be a good listener.
- ✓ Be non-judgemental.
- ✓ Be consistent and Stable.
- ✓ Be contactable.
- ✓ Understand me
- ✓ Be honest.
- ✓ Be Focused
- ✓ Be realistic.
- ✓ Be a good timekeeper.
- ✓ Be resourceful in your approach.

Be ambitious for young people and promote others to share the same drive.

Champion Children and Young People's views and rights in everything you do.

Ensure Children and Young People's voices are listened to and acted upon.

'Do what you say and say what you do.'

Organisation:

This role reports to the Practice Manager / Service Manager.

The post holder will not be required to supervise or manage others. The job occasionally involves the demonstration of duties to, giving advice and guidance to, or the training of other employees, students, or trainees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

Hybrid working – a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially from home.



Person Specification

All criteria are considered essential unless stated otherwise.

QUALIFICATIONS

Level A

- Educated to degree in relevant subject e.g., Youth Justice, Youth Service or Probation studies, teaching, criminology, psychology, and the creative arts.
- Willingness to work towards the Effective Practice Award accredited by the Youth Justice Institute/Board.

Level B (in addition)

- Effective Practice Award accredited by the Youth Justice Institute/Board.

Level C (in addition)

- Working towards Youth Justice Effective Practice Certificate (YJEP)
- Completion of an accredited model of intervention – this could be AIM assessments (for sexually harmful behaviour, Positive Behaviour Support, Cognitive Behavioural Therapy).

KNOWLEDGE

Level A

- An awareness of childcare legislation, e.g., the Children Act 1989 and Children Act 2004.
- An understanding of Youth Justice / Criminal Justice legislation.

Level B (in addition)

- A good understanding of childcare legislation, e.g., the Children Act 1989 and Children Act 2004.
- A good understanding of the Asset Plus assessment tool and its underpinning theory base.
- A good understanding of the concepts of Risk / Safety and Wellbeing (safeguarding) / Desistance.
- A good understanding of Youth Justice legislation in relation to Out of Court Disposals / Referral Orders / Youth Rehabilitation Orders and custodial Orders.
- Developed knowledge and expertise in one specific area of the Youth Justice practice, this could include one of the following - Bail and Remand work including intensive supervision, Reparation and unpaid work, Referral Orders, Victim liaison'.

Level C (in addition)

- A developed understanding of childcare legislation and its application.
- A developed understanding of Youth Justice legislation and practice guidance as it applies to both the delivery of out of court and court disposals.
- A developed understanding of Child first theory and practice methods, and the Youth Justice Board Child First accredited programme.

EXPERIENCE

Level A

- Experience of working with children in the Youth Justice Systems
- Experience of delivering interventions to young people and their families.
- Experience of working with young people and adolescents and bringing about positive change in their lives.



Level B (in addition)

- Experience of completing a range of reports in the Youth Justice System – Including out of court disposal reports to the police, Referral Order reports, and pre-sentence reports for the youth court (where custody was not under consideration).
- Extensive experience in court work and advising the Youth bench.
- Developed expertise in assessing and responding to risks and safeguarding needs presented by children in the Youth Justice system.
- Extensive experience in advising the police at the multi-agency out of court disposal panel.

Level C (in addition)

- Experience of completing a range of reports in the Youth Justice System – Including out of court disposal reports to the police, Referral Order reports, and pre-sentence reports for the youth court (where custody was under consideration). The completion of pre-sentence reports for the Crown court.
- Extensive experience of delivering interventions to young people and their families using a child first approach.
- Experience working in the Youth Court and presenting the Youth Justice Service in the Crown Court.

SKILLS

Level A

- A full driving licence and access to own transport for work purposes.
- Able to work on own initiative.
- Proficient in the use of Microsoft Word, Excel, and Outlook
- Able to engage with children in child first manner.
- Able to communicate effectively in a professional manner - written and verbal skills.
- Accurate case recording skills.
- Able to complete assessments, reports and plans within given timescales.
- Able to deliver actions/initiatives and innovative practice as prescribed in the youth justice plan.

Level B (in addition)

- Able to confidently represent the Youth Justice Service at children's social care meetings such as, Child protection conferences and reviews, LAC (Looked After Children) reviews and planning.
- Competent in the delivery of Child first principles in practice. Able to demonstrate a Child First approach to assessment, planning and intervention.
- Proficient communication and engagement skills.
- Presentation skills.
- Proficient level of court work skills.
- Proficient level of report writing skills / Out of Court disposal Police reports / Referral Order reports.
- Strong multi agency working Police / probation / Children's Social Care / CAMHS.
- Ability to deliver interventions to the parents and carers of children in the Youth Justice system to enable them to better support their children's desistance from further offending.
- To hold responsibility for one specific area of the Youth Justice practice, this could include one of the following - Bail and Remand work including intensive supervision, Reparation and unpaid work, Referral Orders, Victim liaison'.



Level C (in addition)

- Demonstrable expertise in delivering Child first principles in practice. In relation to assessment, planning and intervention.
- Demonstrable expertise in working in a multi-agency manner to meet the issues presented by children with complex needs.
- High level of communication and engagement skills.
- Confidently prepares and presents varied information to a range of audiences.

