

Job Description

Job Title:	Youth Offending Service Officer	Job Number:	12618
Service:	Youth Offending Service	Grade:	6
Location:	Broadgate House		

Job Purpose:

To reduce offending by working within national and local guidance and through undertaking a range of tasks within and on behalf of the Service.

Main Duties and Responsibilities:

1. To undertake all duties and responsibilities within the framework of National Standards for Youth Justice, Team and Council Policy and Procedures and inter-agency Protocols.
2. To be involved in the effective delivery of the service during and outside of office hours and at Bank Holidays and weekends as required, including one to one work and group work in the office and at external venues including court and home visits.
3. To undertake assessments and plan interventions with all young people, their parents and carers which take account of (a) risk to victim(s), the public and self; (b) of offending; (c) of individual development needs (personal/social, family, health, education/employment).
4. To ensure they are familiar with relevant legislation and national and local policies relating to Youth Justice and to effective practice developments.
5. Undertake work in a range of settings including Courts, the police station, secure estate, educational establishments, young people's homes and Children's Services settings.
5. To work co-operatively with colleagues from own and other disciplines and in partnership arrangements.
6. To meet all requirements relating to the maintenance of formal records of assessments, work with young people and case management supervision.
7. To participate fully in individual supervision, team meetings, training opportunities, Inter-agency meetings and in opportunities to contribute to the strategic development of Youth Offending Services.
8. To share information and meet confidentiality requirements, as agreed within the Service and in protocol arrangements with other departments and agencies.

9. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Responsible to: Team Manager

Date Reviewed: 30th August 2018

Updated: 30th August 2018

Person Specification

Job Title:	Youth Offending Service Officer	Job Number:	12207
Service:	Youth Offending Service	Grade:	6
Location:	Broadgate House		

Area	Description
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Knowledge:	<ul style="list-style-type: none"> Knowledge of current Youth Justice and Children's legislation including Safeguarding policy and Offender Management principles.
	<ul style="list-style-type: none"> Knowledge of child development and behaviour including the risk factors relating to young people involved in crime.
	<ul style="list-style-type: none"> Knowledge of issues faced by young people, particularly in relation to race, gender, sexuality and disability, and of how to challenge inequalities professionally.
	<ul style="list-style-type: none"> Knowledge of methods and models of intervention and anti-oppressive practice.

Skills and Abilities:	<ul style="list-style-type: none"> Effective communication skills: high standard of written English; confident and professional verbal skills; ability to listen, and to accurately interpret body language.
	<ul style="list-style-type: none"> Able to use computer-based programs: to write reports; to complete case management recording; and to provide monitoring and evaluation information.
	<ul style="list-style-type: none"> Confident and able to interact in a wide range of professional settings, including with children and young people, family and carers, multi-agency settings, communities, and the formal Court process.
	<ul style="list-style-type: none"> Able to engage resistant children, young people and families, to deal with a range of challenging behaviours, and to provide an appropriate role model.
	<ul style="list-style-type: none"> Able to undertake assessment and analysis of risk of harm, vulnerability and factors relating to offending for the preparation of a variety of reports and subsequent interventions.
	<ul style="list-style-type: none"> To have organisation and planning skills in relation to managing individual workload and to have a flexible approach working within a team, whilst dealing with conflicting demands and coping with stressful situations.
	<ul style="list-style-type: none"> To be able to effectively engage with both offenders and their families and the victims of crime to facilitate positive change.

Experience:	<ul style="list-style-type: none"> Working in a multi-agency setting with young people and/or families for example social care, youth justice, youth work, education, probation or voluntary sector.
	<ul style="list-style-type: none"> Work with young people and their families and carers to devise and deliver programmes of intervention.
	<ul style="list-style-type: none">

Educational:	<ul style="list-style-type: none">
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">

Special Requirements:	<p>This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS). This post is exempt from job share.</p> <p>As part of the role you will be required to work flexibly on evenings, you will also be expected to work Saturdays as per rota.</p>
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