



Coventry City Council

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: YOS Team Manager

Date Reviewed: December 2020

Updated: December 2020



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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:	1. Current Youth Justice, Children's legislation and Safeguarding policy.
	2. Risk factors relating to young people involved in crime.
	3. Issues faced by young people (for example race, gender, sexuality and disability).
	4. Child development.
	5. Issues faced by the victims of crime.

Skills and Abilities:	1. Self-led time management skills, and the ability to prioritise your workload whilst dealing with conflicting demands and stressful situations.
	2. Effective communication skills; verbal, non-verbal and written.
	3. Confident use of technology to communicate, complete reports, assessments and case recording; provide monitoring and evaluation information, etc.
	4. Confident and able to interact in a wide range of professional settings.
	5. Confident and able to interact with service users and their families/carers.

Experience:	1. Forming and sustaining relationships with resistant service users and their families/carers.
	2. Devising and delivering programmes of intervention with young people and their families/carers.
	3. Working in 1:1 and group settings with young people & families, and other professionals.
	4. Casework responsibility, undertaking of complex assessments, and analysing risk.



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	5. Writing reports to deadlines and at a standard suitable for scrutiny by Courts.
	6. Maintaining professionalism when faced with challenging behaviours and acting as a role model of appropriate behaviours.
Educational:	1. To be educated to degree level and/or able to show relevant experience and ongoing development to a similar level.
Special Requirements:	<ol style="list-style-type: none"> 1. To work flexibly to meet the needs of young people, families & victims this will mean some evening working. 2. To be on a rota undertaking approximately 9 Saturdays per year 3. To cover bank holidays (approximately two per year) in line with service requirements. 4. This post is exempt from job share. 5. 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).

Date Reviewed: December 2020

Updated: December 2020