



Coventry City Council

## Job Description

<b>Job Title:</b>	YOS Support Officer	<b>Job Number:</b>	L3674D
<b>Service:</b>	Youth Offending Service (YOS)	<b>Grade:</b>	5
<b>Location:</b>	Broadgate House		

### Job Purpose:

To work with young people, their families, parents/carers and the victims of youth crime (service users) to support engagement with the Youth Offending Service and ensure compliance with statutory requirements where appropriate.

This will include acting as a positive role model, providing advice, guidance and interventions in a range of arenas (including the YOS, children's homes, secure estate, Court, Police stations and the wider community) on a one to one and group basis.

This is a generic job description and you will be asked to work across the Youth Offending Service dependant on service need. All areas of delivery are in line with the grade and remit of the role.

### Main Duties and Responsibilities:

1. Work closely with service users in line with agreed standards such as Youth Justice National Standards and Victim Charter.
2. Encourage and motivate the young person and their parents/carers to participate in activities to change patterns of offending behaviour.
3. Undertake assessments relating to risk and need of service users, in order to complete and delivery effective intervention and support plans.
4. Develop and deliver both individual and group programmes to meet the identified needs of services users, monitor and evaluate the programmes in line with agreed evaluation framework. This may include reparation projects, offending behaviour work, parenting/family support and victim support.
5. Prepare and provide written case records, reports and evaluations for service users including the inputting of data onto required information systems and the collation of relevant court generated paperwork/information.



6. Undertake the role of an appropriate adult in accordance with Police and Criminal Evidence Act (PACE) 1984 where required including Police stations and secure estate and to support young people in a range of professional settings including the Court arena.
7. Work flexibly and on your own initiative to meet the needs of service users as they arise.
8. Undertake visits to support and provide intervention to service users in a range of settings including their home, residential placements and the secure estate, etc.
9. To support the victims of crime including eliciting their wishes and feelings, updating them as required on the young person's progress and the facilitation of mediation as appropriate.
10. To represent the YOS in the Court arena, providing up to date and accurate information to assist in decision making and to present enforcement action.
11. Be responsible for the risk assessment of new activities, in line with health and safety requirements and City Council policy.
12. Work within the guidelines and policies of the City Council, Youth Justice Board/Ministry of Justice and Coventry Youth Offending Service (YOS).
13. Participate in team meetings, the City Council's supervision and appraisal process and undertake relevant training and development as appropriate.
14. Work flexibly to meet the needs of services users and the YOS including evening, weekends and bank holidays as required.
15. Any other duties and responsibilities within the range of the salary grade.

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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:** n/a

**Responsible to:** YOS Team Manager

**Date Reviewed:** July 2020

**Updated:** July 2020



Coventry City Council

## Person Specification

<b>Job Title:</b>	YOS Support Officer	<b>Job Number:</b>	L3674D
<b>Service:</b>	Youth Offending Service	<b>Grade:</b>	Grade 5
<b>Location:</b>	Broadgate House		

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ An understanding of the risk factors relating to young people involved in crime.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ An understanding of issues faced by young people.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Some understanding of child development.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ An awareness of local support services for children, young people, families and victims of crime.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ To understand the skills required to work with individuals and groups</li> </ul>
	<ul style="list-style-type: none"> <li>▪ How to create, deliver and evaluate intervention sessions/programmes</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Effective communication skills; verbal, non-verbal and written.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ To use technology to; communicate, complete reports, assessments &amp; case recording, provide monitoring &amp; evaluation information, etc.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ To create and maintain positive working relationships with service users and colleagues</li> </ul>
	<ul style="list-style-type: none"> <li>▪ To listen and respond appropriately to others.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ To work with services users and other professionals in a 1:1 and group setting.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ To be able to deal with a range of challenging behaviours whilst providing an appropriate role model.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ To be able to engage with resistant service users</li> </ul>
	<ul style="list-style-type: none"> <li>▪ To be confident and professional when working with service users</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Confident and able to interact in a wide range of professional settings</li> </ul>
	<ul style="list-style-type: none"> <li>▪ To assess, plan and deliver appropriate support interventions for service users</li> </ul>
	<ul style="list-style-type: none"> <li>▪ To create, deliver, evaluate and improve intervention sessions/programmes</li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Direct work with young people and families</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Working with young people in a 1:1 and group setting</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Working as part of a team and with other professionals</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Of creating and delivering intervention sessions/programmes</li> </ul>

<b>Educational:</b>	▪
	▪

<b>Special Requirements:</b>	▪ 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 involves flexible working arrangement which could involve weekend, evening and bank holiday working.

**Date Reviewed:** July 2020

**Updated:** July 2020