

London Borough of Bexley - Job Description

Management Group: Children's Services

Department/Section: Youth Justice Service

Job Title: Youth Justice Worker – level 1, level 2, senior youth justice worker

Reports to: Team Manager

1. Purpose of the job

- To work directly with children aged 10 to 17 years (and occasionally young adults) referred for an out of court disposal or by the court
- To undertake assessments using the YJB approved Assetplus framework, delivery and arising support, guidance and assistance to children and young people and their parents.
- To support children to desist from offending and develop a pro-social identity
- To assist in the swift administration of justice.
- To assess, support and jointly plan interventions with children and young people who come in contact with the service based upon assessment of need, risk, vulnerability and desistance factors.
- To make effective use of resources to meet the needs of children and young people and requirements of Children's Services and Youth Justice statutory frameworks and associated guidance.

2. Dimensions

Not responsible for management of staff or budgets.

Directly responsible for 6 – 12 children at any one time, ensuring good quality assessments, interventions, and outcomes for them.

3. Hardest part of the job

To assess and deliver interventions for children with complex needs who often pose a significant risk to themselves and/or others, ensuring defensible decisions are made at all times.

To manage emotional impact of work on self and reflect on own practice.

To keep abreast of changes within youth justice, both in terms of legislative context, research and evidence base, policy, and procedure.

To work effectively with other agencies including the courts to achieve positive outcomes for children.

To prepare and present good quality reports and bail applications to courts to inform (sentencing) outcomes for children.

4. Principal accountabilities

Strategy

n/a

Direction

n/a

Implementation

To ensure your own practice in relation to the safeguarding and welfare of children and young people is discharged to the highest professional expectations and standards. To report any safeguarding or risk-related issues and concerns to management in a timely and appropriate manner and record all work to a high standard on the YJS information system Childview.

To act as a named key worker and develop and implement agreed plans for children and young people.

To meet all quality standards set by YJS local Children's Services policies and values, partnership agencies and National Standards for Youth Justice.

To prepare pre-sentence reports or other reports within agreed timescales for courts and attend to present reports as and when required.

To prosecute breaches where these are contested by the child

To prepare reports for, and attend, case conferences, reviews and referral panels.

To co-produce intervention and safety plans with children and their parents based on assessed needs and coordinate their implementation.

To provide a service to the court, to help inform sentencing and bail decisions

To chair intervention planning meetings and other multiagency meetings

To manage risk posed to and by the child, ensuring multi-agency information sharing and management of risks

To draw up intervention plans with and for children and young people and their parents based on assessed needs and coordinate their implementation.

To liaise with other agencies as appropriate in determining case plans and implementation.

To prepare bail applications which manage the perceived risks of the children and young people by the application of external controls and support.

To manage a diverse range of children subject to Orders which include YRO with ISS conditions, Intensive Referral Orders as well as Pre Court interventions including Triage, Youth Conditional Cautions and Youth Cautions.

To undertake assessments for the purpose of determining the most appropriate Out Of Court Disposal and/or intervention

To provide duty cover on a rota basis for the YJS.

To attend supervision and implement jointly agreed actions.

To keep up to date records of work undertaken on behalf of YJS and ensure they are recorded contemporaneously on the YJS database Childview.

To participate in the analysis of management information as required..

To comply with statutory duties and departmental policy and procedures in relation to children and young people.

To act as appropriate adult when young people are being interviewed at a Police Station as required.

To work towards meeting the diverse and individual needs of children and young people including race, gender cultural, religious, maturity ability and linguistic needs.

To attend training based on team and individual personal development which links with service and improvement plans.

To participate in Bexley's performance conversation and appraisal process to support corporate priorities and children's services values in everything you do for children and young people. To participate and support, through collaboration across children's services the directorate departmental and service improvement priorities and strategic plans. E.g, Youth Justice Strategic Plan.

To comply with General Data Protection Regulations, relevant information sharing protocols and service information asset registers when working with sensitive and personal data.

To identify new community based services in both the voluntary and private sector which may respond to the assessed need of young people within the project.

To monitor the quality and level of service provided for young people referred by the YJS to the private and voluntary agencies.

To carry out any other duties as may be required by the YJS management team and commensurate to the post grade.

Organisational Control and Development

To promote and support the Council's and the service's policies and procedures.

To always carry out duties and work in a way that ensures the safeguarding and welfare of service users.

Staff Management and Development

n/a

Personal Effectiveness

To deal promptly with all matters requiring the post holder's personal attention.

To represent the local authority in a professional and competent matter, especially when making representations at court, with families, or with other agencies.

To establish and develop effective working relationships and productive partnerships with all the relevant partners, including those in e.g. education, health, social services, Independent and voluntary sectors.

Differences between level 1 (Bex12) and Senior Youth Justice Worker (Bex14)

| Level 1 (B12) | Senior Youth Justice Worker (B14) |
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| Accountabilities as set out under 4 | Accountabilities as set out under 4, plus: |
| | <p>manage most complex cases within the service including for example:</p> <ul style="list-style-type: none"> - MAPPA and other cases involving high levels of risk - Complex exploitation cases - Custody cases - Children with complex needs with multiple services involvement. - Cases involving cross-boundary working and risk management - Cases involving sexually harmful behaviour |
| | Actively lead a champion role within the service, contributing to forums across the department and regionally where possible |
| | contribute formally and informally to the learning and development of others, such as: supporting and mentoring practitioners new to youth justice, volunteers, or sessional staff, providing shadowing opportunities, developing & delivering training or learning activities at service meetings and to other teams within the department or partner agencies. |
| | Contribute to service development activity such as: developing new interventions, policies and procedures, deep dive and other audits, quality assurance of the work of less experienced staff. |
| Criteria as set out in the Person Specification | Criteria as set out in the Person Specification, plus: |
| <p>Work towards confidence across the Youth Justice Skills and Knowledge matrix</p> <p>1)Child & Adolescent Development</p> <p>2)Engagement & Communication</p> <p>3)Assessment</p> <p>4)Effective Practice</p> <p>5)Multi-Agency Working</p> | <p>Meet the standards of the Youth Justice Skills and Knowledge Matrix at Advanced Practice level across all domains:</p> <p>1)Child & Adolescent Development</p> <p>2)Engagement & Communication</p> <p>3)Assessment</p> <p>4)Effective Practice</p> <p>5)Multi-Agency Working</p> <p>6)Risk of Reoffending and Risk of Harm</p> <p>7)Transitions</p> |

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| 6)Risk of Reoffending and Risk of Harm 7)Transitions 8)Safeguarding | 8)Safeguarding |
| | A minimum of three years experience practising as a youth justice worker, of which a minimum of 1 year in Bexley |

Person Specification

Management Group: Children's Services
 Department/Section: Youth Justice Service
 Job Title: Team Manager

What education, qualification, training and experience are **necessary** to enable the job to be performed fully and effectively? Note that this information should relate to the qualifications etc. required for the job and not necessarily the same as the existing/previous post holder.

Disabled applicants only have to meet the '**Essential Criteria**' to guarantee them an interview. Items must therefore only be listed as essential if the post holder would be unable to perform the role without them.

Please also bear in mind that your interview questions will also need to be developed to assess the requirements contained in the person specification.

| Selection Criteria | Essential/ Desirable (E/D) | Method of Assessment (see key) |
|---|----------------------------------|-----------------------------------|
| (a) Education and formal training | | |
| Educated to a degree level; Relevant professional qualification and/or significant qualifying experience e.g. youth work, youth justice, probation, health, or equivalent | E | A |
| Proficient in IT systems or programmes | E | A |
| (b) Relevant technical experience, knowledge & skills/abilities | | |
| Experience of working with children with complex needs, aged 10-17, preferably in a youth justice setting | E | A, I |
| Up to date knowledge of current relevant legislation including Children Act 1989 and 2004, Legal Aid, Sentencing and Punishment of Offenders Act 2012 etc. | E | A, I |

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| Experience of undertaking assessments of risk relating to children and young people, including risk to self and risk of harm to others | E | A, I |
| Experience in writing complex and sensitive reports | E | A, I, T |
| Excellent verbal and written communication skills, with the ability to present complex information courts. | E | A, I |
| Experience working in a multi agency setting and diverse groups | A | A, I |
| Experience with managing own workload/cases | E | A, I |
| Understanding of the youth justice assessment framework and relevant guidance | D | A |
| An understanding of key principles and importance of Child Protection Procedures | E | A, I |
| Able to understand the issues that impact on Social Services and their own role with regard to Data Protection Act | E | A, I |
| Experience of working in a statutory framework | E | A, I |
| Experience with working with the Crime & Disorder Act 1998 | E | A, I |
| Experience in conducting Intervention planning meetings, Review meetings within the Secure Estate and contributing to various safeguarding, risk and planning meetings across children's social care, education and youth justice.. | E | A, I |
| Understanding of trauma-informed practice and its application in a youth justice setting | D | A, I |
| Experience in conducting family group conferences | D | A, I |

English Language Requirements for Public Sector Workers.

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| • Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary. | E | A, I |
| • Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation. | E | A, I |
| • Ability to listen to customers and understand their needs. | E | A, I |
| • Ability to tailor your approach to each conversation appropriate to the customer, responding clearly even in complex situations. | E | A, I |

(c) Other Additional Requirements

Enhanced DBS

Ability and willingness to work some evenings and weekends for Referral Order panels or other evening meetings and Court

KEY:

I = Interview, A = Application Form, AT = Ability Test, PQ = Personality Questionnaire,

P = Presentation, PE = Practical Exercise, DBS = Disclosure & Barring Service, DL = Driving Licence

Applicants will be assessed against these criteria and the following high-performance indicators throughout the recruitment process.

High Performance Indicators

| Values | Behaviours for staff | Behaviours for managers |
|------------|--|---|
| Innovation | I respond flexibly and adapt to changing demands | I routinely look for innovative and cost-effective ways to improve performance and customer service |
| | I am prepared to take managed risks to achieve better outcomes | |

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| | I ask 'What if...?' to develop fresh thinking and innovative approaches to generate and implement solutions to improve performance and challenge the status quo | <p>I champion change and deal successfully with ambiguity, enabling people to see positive and exciting possibilities for the future</p> <p>I take calculated risks based on available evidence and my professional judgement to learn and try new things</p> |
| Leadership | <p>I demonstrate a clear sense of purpose and direction, in line with organisational objectives</p> <p>I am willing to take difficult decisions</p> <p>My personal actions promote a positive image of Bexley</p> | <p>I take responsibility for my service and for making things happen to make a difference to my service users</p> <p>I create an environment where staff can thrive and show I value and trust staff, give praise and recognise good work</p> <p>I inspire, lead and encourage staff to move forward</p> |
| Collaboration | <p>I show respect for others and value contributions from internal and external partners and customers</p> <p>I recognise the right solution, regardless of who initiated it</p> <p>I seek out and work with partners who can help me achieve the outcomes and objectives I need to deliver</p> | <p>I encourage the feeling that the team is a collective unit with shared goals</p> <p>I engage with service partners and other areas of the Bexley organisation to understand the demands on others and seek solutions as One Council</p> <p>I network internally and externally</p> |
| Listening and Responding | <p>I acknowledge other people's viewpoints and work with them to find a win-win solution</p> <p>I prepare and present information anticipating questions and problems</p> | <p>I seek regular service user feedback and review customer data to shape service improvements</p> <p>I ask staff for ideas on how to improve our service and how I can improve as a manager, listen to them and act on them</p> |

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| | I adapt my style to the audience and their needs, using the most appropriate communication channels | I empower staff to make decisions and changes to improve value for money, customer service and productivity |
| Open and Accessible | I see issues from the customer / user perspective | I am accessible to my service users, customers, staff and Members |
| | I monitor customer feedback and level of satisfaction with the service they receive, and use this to improve and pre-empt customer needs | I communicate and share a clear vision for the bigger picture as well as specific service areas |
| | I seek to build and maintain positive relationships with customers and partners | I outline what is expected of individuals and their contribution to the whole, and am consistent in my expectations |
| Impact | I prioritise my activities and resources to focus on those which have the most impact for residents | I design services that provide value for money and deliver our outcomes, informed by evidence |
| | I take responsibility for making things happen and achieving my objectives | I produce, prioritise and adapt plans to meet changing requirements |
| | I make decisions and clear recommendations based on my professional opinion and experience, informed by a range of information and evidence | I set interim goals to achieve notable wins on the way to larger objectives I deal with poor performance |

These HPI values should not be changed.