

North Somerset Council

Job Description

Department <i>Children's Services</i>	Division/Section <i>Youth Offending and Prevention Service</i>	
Job Title <i>Preventative Caseworker</i>		Grade <i>JG7</i>

1. Job Purpose

- 1.1 To contribute to the work of the Youth Offending and Prevention Service in addressing the needs of vulnerable young people, preventing offending/exclusion and enhancing community safety in accordance with the requirements of legislation, Youth Justice Plan, National Standards and locally agreed strategies, protocols, practices and procedures.
- 1.2 Case Management of services to approximately 25+ young people & carers; & the victims of offences committed by young people.
- 1.3 To develop and manage a range of programmes/activities to enhance achievement of young people and reduce risk of involvement in offending/anti-social behaviour/exclusion.
- 1.4 To sustain day-to-day contact with schools and partner agencies as the need arises on a case-by-case basis.
- 1.5 To co-ordinate & deliver training

2. Dimensions

- 2.1 Services to a minimum of 25+ young people/carers on an ongoing basis as part of Youth Offending and Prevention Service provision.
- 2.2 Direct contact with known victims of young people known to the Youth Offending and Prevention Service.

3. Principle Accountabilities

- 3.1 To promote the team's preventative work with vulnerable young people and those at risk of offending/exclusion.

- 3.2 To work closely and creatively with other professional workers to achieve agreed elements of formal plans for young people on the programme.
- 3.3 To assess young people's needs and the risks they present, and to the plan and evaluate work undertaken with them.
- 3.4 To undertake direct work with young people, including provision of training in social and life skills, and support in restorative justice interventions.
- 3.5 To support young people in accessing services from Education, Training and Employment, Health, Housing, Benefits, Sports and Leisure and other providers.
- 3.6 To provide a positive role model and to challenge attitudes and behaviours placing young people at risk of offending.
- 3.7 To work in accordance with Youth Offending and Prevention Service policies and procedures, including those relating to health and safety and anti-discriminatory practice.
- 3.8 To liaise and work with a large range of other agencies within and outside the Youth Offending Prevention Service in order to deliver effective intervention packages. For example: Academy staff, VRU, Police
- 3.9 Keep clear and accurate records of work undertaken in accordance with National Standards. Maintain up-to-date records on YOS databases.
- 3.10 Represent the Youth Offending and Prevention Service and young people in Police Stations and other establishments.
- 3.11 Work flexibly including work at weekends and evenings in order to deliver individually tailored programmes and contacts.
- 3.12 Ensure that the team provides quality customer care and that users are appropriately involved in service delivery and development.
- 3.13 Undertake and ensure health and safety requirements are met.
- 3.14 Ensure that protocols regarding confidentiality are maintained.

4. Organisation

See Organisational Chart.

5. Supervision and Work Planning

- To keep line manager appropriately briefed or Operational Manager in absence or other designated YOT Officer.

6. Qualifications and Experience

Qualifications

- E** Professional qualification working with young people (e.g. in teaching, probation, social work, youth and community work or health) to a degree level or equivalent.
- D** Any recognised qualification in work with adolescents.

Work Related Experience & Associated Vocational Training

- E** Sufficient experience to directly work without close supervision with service users whose behaviour can be challenging or anti-social.
- E** Sufficient experience to work without close supervision working as part of a team.
- D** Supporting young people into education and/or other services.
- D** Working in a multi-agency setting.
- D** Experience of windows-based computer packages.
- D** Experience of delivering training to adults.

Skills and Abilities

- E** Empathy, patience and resilience.

- E Challenging unacceptable behaviour & introducing & holding boundaries with service users.
- E Excellent verbal and written communication skills demonstrated in a variety of settings.
- E Understanding of, commitment and experience in the application of Equal Opportunities considerations.
- E Good organisational skills with ability to prioritise work and respond flexibly.
- E Ability to develop, implement and evaluate a range of effective interventions in work with socially excluded young people.
- D Negotiating with statutory and other agencies.
- D Experience of monitoring and evaluation of work in accordance with funders' requirements.

Specialist Knowledge

- E Factors that place young people at risk of offending/exclusion.
- D Understanding of youth justice system including the Crime and Disorder Act 1998.
- D Practical experience in helping young people to stop offending.

Other Requirements

- E Ability to travel from base to other meeting points.
- E Preparedness to work outside usual office hours on occasions

7. Job Context

- The post holder will need to be self-motivating and competent in being able to function independently on a day to day basis and make appropriate decisions. The post holder will be clear regarding accountability to their line manager and aware of the importance of referring issues as appropriate.
- The post demands a capacity to work with multi-disciplinary staff from a range of agencies, and to liaise and establish/maintain effective working relationships with a range of agencies.
- The post holder will need skills in balancing the demands of young people, carers, victims and the agenda of various agencies.
- Monitoring performance and working to objectives will be key aspects of this post.

8. Scope for Impact

- The work of the Youth Offending and Prevention Service has direct impact on improving the life opportunities of vulnerable young people, the prevention of youth crime, promotion of community safety and addressing the concerns of the victims of youth crime. This work entails working with young people, carers and victims, and ensuring the contribution of partner agencies.
- The post holder will be expected to assist their Line Manager and team in maintaining current operations and developing new initiatives.

9. Contacts

- Extensive contact, with statutory and independent sector organisations in promoting crime prevention and enhancing the life opportunities of young people and their families. See Section 3 for further details.

10. General

- The job only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out.
- The postholder will be expected to work outside normal office hours. Within an overall 37 hours per week, a significant proportion of direct contact with young people will take place in the evening and at weekends on a flexible or shift basis.
- The post holder will be required to use his/her own initiative in ensuring that the Council's Equal Opportunities Policies, where they have been developed, are implemented in relation to the work area.

11. Special Notes or Conditions (if applicable)

- The post holder will be required to participate in staff training and development programmes.
- Much of the work undertaken within the Department is of a highly confidential nature. The post holder must at all times maintain confidentiality and should be aware that, given the nature of the services provided by children's services they may on occasion be exposed to information that they may find distressing

**NORTH SOMERSET COUNCIL
PERSON SPECIFICATION**

DIRECTORATE CYPS	SECTION: Social Care/YOT	
POST TITLE Preventative Caseworker	POST NO:	GRADE: JG7
ASSESSMENT CRITERIA	ESSENTIAL	
QUALIFICATIONS	<ul style="list-style-type: none"> Professional qualification working with young people (e.g. in teaching, probation, social work, youth and community work or health) to a degree level or equivalent. 	
WORK RELATED EXPERIENCE & ASSOCIATED VOCATIONAL TRAINING	<ul style="list-style-type: none"> Sufficient experience to directly work without close supervision with service users whose behaviour can be challenging or anti-social. Sufficient experience to work without close supervision working as part of a team. 	
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Empathy, patience and resilience Challenging unacceptable behaviour & introducing & hold boundaries with service users. Excellent verbal and written communication skills demonstrated in a variety of setting. Understanding of, commitment and experience in the application of Equal Opportunities considerations. Good organisational skills with ability to prioritise work and respond flexibly. Ability to develop, implement and evaluate a range of effective interventions in work with socially excluded 	

	young people.
SPECIALIST KNOWLEDGE	<ul style="list-style-type: none"> • Factors that place young people at risk of offending/exclusion.
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Ability to travel from base to other meeting points. • To work flexibly outside usual office hours, including occasional evenings and weekends. • Satisfactory enhanced CRB disclosure certificate (relevant applications and checks will be carried out before any job offer is confirmed).

Equality and Diversity

We expect all employees to act professionally and to treat colleagues and the public with dignity and respect. This means setting a strong personal example of good equality and diversity practice at all times and ensuring they are sensitive to the needs and views of others and reflect this in the way they behave. Managers have additional responsibilities of managing others effectively by recognising and valuing each team member as an individual and always challenging inappropriate language and behaviour.

Health and Safety

We all have a responsibility to work within health and safety legislation, associated codes of practice, North Somerset Council's policies and procedures and our local safe systems of work and emergency arrangements.

Continuous Development

Our jobs and the way we do things evolve over time and we need to keep abreast of new technologies, legislation and methodologies for our own subject areas. We are responsible for reviewing and developing our own professional practice.

The entering of your name and date below will be treated as your signature for declaration purposes.

Effective Date:

Issued on:

Name:

Date: