

NORTH SOMERSET COUNCIL

JOB DESCRIPTION

<p><u>DEPARTMENT</u> PEOPLE AND COMMUNITIES</p>	<p><u>DIVISION AND/OR SECTION</u> YOUTH OFFENDING AND PREVENTION SERVICE</p>	
<p><u>JOB TITLE</u> SOCIAL WORKER–YOS</p>	<p><u>POST NO.</u></p>	<p><u>GRADE</u> JG7/JM1</p>

1. **JOB PURPOSE**

Under the overall management of the YOS Manager and general supervision of the YOS Intensive Supervision and Resettlement Manager, to undertake assessment of risk and need in relation to young offenders, working with young people, their families, carers, victims and other agencies and running intervention programmes in order to prevent offending/re-offending and improve life prospects.

2. **DIMENSIONS**

Population (aged 0-18)	approx 40,000
Team Caseload	200 pre-court disposals (annual) 150 court sentences (annual)

3. **PRINCIPAL ACCOUNTABILITIES**

This is a career graded post. Social Workers will be expected to undertake all the principal accountabilities as part of their development. However, Social Workers operating below the bar will be allocated less complex low/medium risk cases and appropriate supervision and assistance will be given dependant on the complexity of the case undertaken.

- a) Within the relevant criminal justice legislation, to work as part of multi-disciplinary Youth Offending Service, to provide a range of integrated youth justice services for young people within the community and the Secure Estate, their families, carers, the Court's and victims of crime, contributing to the prevention of youth offending, in accordance with Youth Justice Plans targets.

- b) To be responsible for a caseload of varying complexity, making assessments of care needs of young offenders to reflect individual circumstances, including assessment of risk to the individual and wider community and assessment of potential serious harm, developing and implementing intervention programmes, ensuring resources are made available and enhancing community safety.

Level of supervision expected at this Grade.

**Below bar-
Extensive
Above bar-
minimal**

**Below bar –
Extensive
Above bar-
minimal**

<p>c) To undertake ongoing monitoring and reviewing of the needs of young offenders in cases allocated, amending plans in response to changing needs and ensuring appropriate service provision.</p>	<p>Below bar – Extensive Above bar – minimal</p>
<p>d) To work with young people at risk of offending and their families, victims of youth offending and with parents on parenting orders or those requesting voluntary support.</p>	<p>Both grades – minimal</p>
<p>e) To prepare and present written reports and assessments to the Courts and to Referral Panels according to National Standards in order to assist Magistrates, Judges, and Community Referral Panels to make decisions regarding sentencing. To prosecute breaches of Court Orders and to produce Bail Support Reports and Packages.</p>	<p>Below bar – Extensive Above bar – minimal</p>
<p>f) To facilitate the provision of a needs-led service by working with other providers in Children & Young People’s Services, and the independent and voluntary sectors and accessing resources within and inside the YOT in order to prevent offending.</p>	<p>Both grades – minimal</p>
<p>g) To establish appropriate working relationships with service users, their families, and other professionals to enable effective partnerships in the provision of services, promoting the equality, diversity and rights of young people, their carers and the local community and ensuring that all service users, particularly those with disabilities, gain equal access to relevant community services.</p>	<p>Both grades – minimal</p>
<p>h) To maintain case and client records and undertake general administration and maintenance of systems related to the caseload, including computerized management information systems eg Child View according to relevant legislation and Directorate procedures and policies.</p>	<p>Both grades – minimal</p>
<p>i) To participate in North Somerset Council’s Staff Appraisal system, undertaking training and research as required and assisting in the promotion of specialist skills.</p>	<p>Both grades – minimal</p>
<p>j) To be aware of and understand the Council’s Equal Opportunities Policy and ensure at all times that the duties are carried out in accordance with the policy.</p>	<p>Both grades – minimal</p>
<p>k) To ensure compliance with all health and safety legislation and associated codes of practice and Authority policies.</p>	<p>Both grades – minimal</p>
<p>l) To undertake other duties as are required and as are commensurate with the grade of the post.</p>	<p>Both grades – minimal</p>

ORGANISATION

4. See attached structure chart.

5. SUPERVISION AND WORK PLANNING

YOS Social Workers do not have specific line management responsibility for other staff but will be expected to supervise students, volunteers and unqualified staff in the YOT on a regular basis.

Supervision is given by the YOS Intensive Supervision and Resettlement Manager on a monthly basis. The level of supervision will depend on the complexity of the case and the level of experience of the post holder.

The YOS Manager and YOS Intensive Supervision and Resettlement Manager or other nominated person are available for advice/consultation as issues arise.

6. QUALIFICATIONS & EXPERIENCE

Progression to the upper grade will be dependant on:-

Meeting the minimum requirements.
Consistently good performance.

Social Worker below bar:-

A relevant professional qualification (DipSW, CSS, CQSW) is an essential requirement. A willingness to undertake post qualifying training is essential.

Social Worker above bar:-

A relevant professional qualification (DipSW, CSS, CQSW) is an essential requirement. A willingness to undertake post qualifying training is essential.

2 years post qualification experience is essential.

7. JOB CONTEXT

The postholder will be based within the People and Communities Directorate, North Somerset Council, working in the Youth Offending Service, which provides a needs led service, assisting to prevent youth crime, promoting community safety and addressing the concerns of the victims of youth crime.

Through the assessment of risk and need for young offenders and the ongoing monitoring of cases, the post holder will assist service users to become independent, valued and contributing members of the community.

The post holder will be responsible for a workload of varying complexity receiving and responding to referrals from various sources, for example the Police, the Courts and the Education Service.

8. SCOPE FOR IMPACT

The work of the YOS has a direct impact on the prevention of youth crime and promotion of community safety, working with young people, carers and victims and ensuring the contribution of partner agencies. The postholder should have the ability to contribute to these objectives through the application of professional social worker skills.

Problems encountered will include difficult and challenging service users, sometimes scarce resources and tight timescales.

9. CONTACTS

The post demands a capacity to work collaboratively with YOS staff from a range of agencies, and to liaise and establish/maintain effective working relationships with a range of agencies such as Court Staff, Police, Probation, CPS, solicitors, the Secure Estate, Youth Justice Board, Education, Schools and Community Health.

The post holder will need skills in balancing the demands of young people, carers, victims and the agendum of various agencies.

10. GENERAL

This job specification only contains the principal accountabilities relating to this post and does not describe in detail all the duties required to carry them out.

11. Special Notes or Conditions (if applicable)

May be required to work at any location determined by the People and Communities Directorate.

The post holder will regularly work outside normal office hours within a 37 hour working week.

The post holder will occasionally attend Bristol Magistrates Court on a Saturday, on a rota basis.

The post holder will be required to use his/her initiative in ensuring that the Council's Equality Policies are implemented in relation to the work area. This will involve developing a good working knowledge of the policies and applying them personally and through staff managed by the post holder.

DATA PROTECTION ACT 1984

All employees are under a legal obligation not to use or disclose any personal information that comes into their possession in the course of their duties in any unauthorized manner. Duties and obligations under the Act that relate to this particular post will be explained to the postholder upon appointment to this post.

AGREED BY:

Postholder (if in post):	Title:	Date
Supervisor:	Title:	Date:
Director/Asst. Director:	Title:	Date:

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:

**NORTH SOMERSET COUNCIL
PERSON SPECIFICATION**

DIRECTORATE: People and Communities	SECTION: Youth Offending Service	
POST TITLE: Social Worker	POST NO:	GRADE: JG7/JM1

ASSESSMENT CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Certificate of Qualification in Social Work	A commitment to and a responsibility for personal development and an ability to take advantage of training opportunities
WORK RELATED EXPERIENCE & ASSOCIATED VOCATIONAL TRAINING	<p>Ability to demonstrate knowledge and experience of at least two social work skill areas.</p> <p>Ability to:</p> <ul style="list-style-type: none"> a) Adapt to unexpected problems and situations. b) Analyse individual and social situations and to describe the interaction of the factors involved. c) Make decisions to complex situations sometimes on the basis of uncertain information. d) Communicate effectively on the telephone and write cogent and lucid reports. e) Plan programmes of work with service users and evaluate such programmes thereafter. <p>To bring to the team any other skill or quality specified in the advertisement.</p>	Experience of voluntary or paid work involving counselling helping or advising people.

OTHER RELEVANT EXPERIENCE		
SPECIALIST KNOWLEDGE		<p>Ability to demonstrate experience and skills which they have accumulated through previous work.</p> <p>Ability to contribute to the development of policy and practise.</p>
ASSESSMENT CRITERIA	ESSENTIAL	DESIRABLE
PERSONAL SKILLS	<p>a) demonstrate an ability to form and maintain good relationships both with clients and members of other agencies.</p> <p>b) have an understanding of emotions and emotional needs.</p> <p>c) offer warmth, care, firmness and control, when required.</p> <p>d) be flexible accepting disposition</p> <p>e) able to work under conditions of pressure and emotional stress</p> <p>f) to be adaptable and able to respond to requests or requirements at short notice</p> <p>g) have the ability to work as a member of a team</p> <p>h) accept the statutory responsibilities of the agency and use them positively to assist or protect the Service Users</p> <p>i) must be able to demonstrate an awareness of procedural and accountability issues within the department</p> <p>j) demonstrate initiative and be self reliant</p>	

JOB RELATED SKILLS	To have achieved or demonstrated a willingness & ability to achieve a thorough working knowledge of the Equal Opportunity policy & its related systems & procedures & to identify issues carrying Equal Opportunity implications & to develop staff where applicable.	The use of procedures & systems e.g. consultation, personnel, grievance/racial harassment, ethnic monitoring, relevant to the Council's Equal Opportunity Policy where applicable. Experience in working in a multi-racial environment or of working with black people or people from other minority ethnic groups.
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ASSESSMENT CRITERIA	ESSENTIAL	DESIRABLE
SPECIAL WORKING CONDITIONS	Must be willing to travel widely within North Somerset and outside on occasions also you must be able to work outside normal working hours both on a planned basis and at short notice	
OTHER	<p>The ability to cope with the duties & responsibilities & with the associated working environment.</p> <p>External candidates to be subject to a satisfactory report from the Occupational Health Physician</p> <p>**Contra-indications: Convictions of Schedule 1 offence or offences which render the applicant unsuitable for work with vulnerable service users.</p>	

Date:

Approved: