# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Youth Justice Worker

# DEPARTMENT: Children’s Services

# LOCATION: Countywide

# GRADE: East Sussex Single Status Grade 9/10 (progression to SS10 to be dependent on qualification)

# RESPONSIBLE TO: Senior YJ Practitioner

# Purpose of the Role:

To undertake a range of duties in accordance with the Crime and Disorder Act 1998, the Children’s Act 1989 and associated legislation with children and young people who are referred to the Youth Justice Service. This includes assessment, report writing, direct work with children, young people and their families and liaison with other agencies.

# Key tasks:

1. To act as Appropriate Adult to safeguard the rights of young people during interviews by the police under the Police and Criminal Evidence Act.
2. To undertake assessments of children and young people using the prescribed assessment tools
3. To hold case responsibility as the supervising officer for children and young people subject to pre-court and court disposals who have been assessed as low/medium risk of harm and safety and well being
4. To devise and deliver interventions plans for children and young people which are creative and dynamic, and which take out of their identified risks and vulnerabilities
5. To supervise children and young people carrying out reparation tasks, ensuring that health and safety considerations, including the safe use and maintenance of equipment, and reparation guidelines are always observed
6. To act as Responsible Officer for parents subject to a Parenting Order following the conviction of their child for a criminal offence.
7. To advocate for children and young people to ensure that they have access to appropriate full-time education, training and/or employment and provide support to them and their families to overcome any barriers to learning.
8. To work with families/develop family approach to interventions with children and young people and ensure that parents are actively involved in the assessment process and delivery of interventions
9. To work alongside the Victim Liaison Officer to ensure that the views of victims are incorporated into the assessment and intervention process and, where appropriate, support children and young people to participate in reparation activities.
10. To be able to identify complex needs and risk and refer to Senior YJ Practitioner/Practice Manager as required
11. To develop close working relationships with colleagues from children’s social care and agencies and attend relevant professional meetings
12. To keep up to date records in line with GDPR requirements and share information with other agencies to prevent re-offending and safeguard children and young people
13. To advocate for children and young people to ensure that they have access to appropriate education, training and/or employment and provide support to them and their families to overcome any barriers to learning.
14. To participate in regular supervision and reflective practice sessions to support practice and demonstrate a commitment to professional development.
15. To work flexibly to meet the needs of children and young people, including undertaking home visits, community activities and working evenings and weekends.
16. To perform relevant administrative tasks in relation to the duties of this post.

**To progress to SS10**

1. Have successfully completed Professional Certificate in Effective Practice

This job description sets out the duties of the post at the time when it was drawn up.  Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.  Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# JOB TITLE: Youth Justice Worker

# GRADE: Single Status 9/10 (progression to SS10 to be dependent on qualification)

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * Excellent written and verbal communication skills * Good assessments, analysis and decision-making skills. * Ability to relate effectively to young people and their families * Able to work constructively with colleagues in other teams/agencies. * Able to keep up to date records and prepare reports to a good standard. * Able to use supervision appropriately. * Able to organise and prioritise work and manage conflicting demands * Excellent ICT skills. * Ability to converse at ease with people and provide advice in accurate spoken English |

# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * QCF level 3 in a related field or ability to demonstrate equivalent experience * To progress to SS10 * Professional Certificate in Effective Practice |

# Desirable education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * Educated to degree level or equivalent professional qualification |

# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * Knowledge of the Crime and Disorder Act 1998 * Understanding of Youth Justice issues, legislation and practice * General understanding of the current local, regional and national issues facing young people * Knowledge of child safeguarding policies and procedures * Awareness of diversity and equality issues and how these can impact on young people |

# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of direct work with young people * Experience of undertaking assessments and planning for young people and delivering interventions * Include any essential experience here, as a bullet pointed list. |

# Desirable experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of recruitment, training and supervision of volunteers |

# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * Openness to new ideas. * Empathy with the needs of young people and their families * Sensitivity to the needs of victims of crime. * Anti-discriminatory ethos. * Self-motivating, flexible approach. * Ability to challenge & deal with confrontation. * To be able to take direction and constructive feedback. * Commitment to professional development. * Willingness and ability to work evenings and weekends as required. * Ability to meet the travelling requirements of this post. |

**Date (drawn up): Modified January 2021**

**Name of Officer(s) drawing up person specifications:**

**Job Evaluation Reference: 12174**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes/No |
| Working with children/vulnerable adults | Yes/No |
| Moving & handling operations | Yes/No |
| Occupational Driving | Yes/No |
| Lone Working | Yes/No |
| Working at height | Yes/No |
| Shift / night work | Yes/No |
| Working with hazardous substances | Yes/No |
| Using power tools | Yes/No |
| Exposure to noise and /or vibration | Yes/No |
| Food handling | Yes/No |
| Exposure to blood /body fluids | Yes/No |