Kent County Council

Job Description: Youth Justice Worker

Directorate:	**Children, Young People and Education**
Unit/Section:	**Early Help & Preventative Services**
Grade:	**KSF**
Responsible to:	**Youth Justice Unit Leader**

Purpose of the Job:

As a member of a multi agency service, undertake assessment of and direct work with young people and their families so as to reduce the risk of them re-offending in accordance with the agreed intervention plans and in the context of managing their risk of harm to others and vulnerability issues.

Main duties and responsibilities:

1. Hold cases at either standard, enhanced or intensive Scaled Approach level in accordance with the Youth Justice Board Case Management Guidance document.
   This will include significant inter-agency liaison, multi-agency work, for young people and their families using an adolescent risk and whole family model of intervention

2. Work with young people and their families or carers in a way which is collaborative, motivating and child-centred to address the factors related to the young persons desisting from offending, the risk they pose to others or their welfare needs.

3. Represent the service in Court and perform all the tasks expected of a Court Officer.
   This includes preparing paperwork for the Youth Court, attending as the Youth Offending Service representative and present reports on behalf of colleagues, ensuring that processes and decisions are accurately recorded in accordance with departmental and legislative requirements. This will involve being attentive to the needs of young people and their families at all stages of the Court process.

4. Develop individually tailored programmes of interventions for and supervise young people on Youth Justice orders ensuring that Restorative Justice principles are embedded throughout.
   This will include significant face to face work with young people and their families, and the coordination of work alongside other agencies.

5. Assess young people using a wide variety of tools for both risk and protective factors in order to facilitate and inform all aspects of case management. Write reports for Court that incorporate all relevant information and assessments, including information from partner agencies, and that address all possible sentencing options and act as a Referral Order Panel Advisor.

6. Undertake safeguarding work in partnership with other agencies where required and ensure that the risk of harm to others is always effectively managed. Understand issues relating to diversity. Respect and promote diversity and equality in accordance with service policies and procedures.

7. Monitor and record client's progress against the agreed established intervention plan. Ensure that the client's and their parents or carers' views are sought to inform the continuous improvement of the service they receive and that offered to others. Use the service's case management recording system to record all progress and have knowledge and understanding of different KCC databases and case management systems, so that these are used to inform any assessments made or work done.

8. Co-deliver groupwork in partnership with EHPS colleagues in the county assisting in the organisation and resourcing of a weekly groupwork programme across sites delivering a service on 6 days per week.

9. Lead within the team on young people's participation and ensure that this informs the work of the team and act as Duty Officer as part of the team's rota system and be prepared to work evenings, weekends and Bank Holidays as required.

10. The postholder will be expected to work flexibly including evening, weekends and during school holiday periods; this will be co-ordinated by Early Help and Preventative Services Management as required.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council
Person Specification: Youth Justice Worker

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Level 3 diploma (or equivalent) in childcare, Health, Social care, Youth Justice, Education, Youth Work or a relevant field with experience in a relevant role or evidence of relevant experience
	Effective Practice Certificate OR NVQ Level 3 or above in Youth Justice plus completion of, or ability to complete
EXPERIENCE	Proven, relevant experience with the Youth Offending Service or similar agency which works with a similar client group
	Experience of case management and assessment frameworks
	Substantial proven experience of multi-agency team working
SKILLS AND ABILITIES	Ability to build rapport and relationships with children, young people and their families
	Ability to deal with difficult/sensitive situations
	Ability to work effectively as part of a unit/team
	Ability to coordinate a multi-agency group to provide an effective service to children, young people and their families

	Ability to appropriately handle confidential information
	Organisational abilities and accurate record keeping
	Able to travel on a regular basis between sites
	A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.
KNOWLEDGE	Knowledge of criminal justice and child care legislation (e.g. the Criminal Justice and Immigration Act 2008, Crime and Disorder Act 1998, Anti Social Behaviour Act 2003, Children Act 2004, Children Act 1989) and other relevant children's services and criminal justice legislation
	Knowledge of child development, adolescent risk and parenting
	Knowledge of Youth Justice Effective Practice
	Knowledge of Youth Justice Board National Standards
	Knowledge of theories of working with young people to reduce the risk of re-offending (e.g. desistance theory)
KENT VALUES AND CULTURAL ATTRIBUTES	**Kent Values:** • We are **brave.** We do the right thing, we accept and offer challenge • We are **curious** to innovate and improve • We are **compassionate**, understanding and respectful to all • We are **strong together** by sharing knowledge • We are all **responsible** for the difference we make Our values enable us to build a culture that is: **Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile **Curious** - constantly learning and evolving **Compassionate and Inclusive** - compassionate, understanding and respectful to all

	Working Together - building and delivering for the best interests of Kent **Empowering -** Our people take accountability for their decisions and actions **Externally Focused** - Residents, families and communities at the heart of decision making