

JOB DESCRIPTION

DIRECTORATE: Families and Wellbeing

SERVICE: Youth Justice Services (YJS) incorporating Cheshire East, Cheshire West and Chester, Halton and Warrington

POST DETAILS

Job Title: YJS Support Officer (Prevention and Diversion Team)

Grade: 6

Location of Work: Across Cheshire East, Cheshire West and Chester, Halton and Warrington
Office base: 3rd Floor, Municipal Buildings, Kingsway, Widnes, Cheshire, WA8 7QF.

Directly Responsible To: Team Manager

Directly Responsible For: N/a

Hours of Duty: 37

Primary Purpose and Scope of the Job:

To work as part of a Divert team, managing a caseload of young people who have been deemed suitable to be diverted away from entering the formal Criminal Justice System. You will be required to undertake holistic assessments of young people and deliver a wide range of offending behaviour interventions on a 1:1 basis. It is essential that you are able to liaise with various partner agencies including, mental health services, police, health, education in order to provide a package of intervention for young people.

WORKING RELATIONSHIPS

Working alongside members of the Youth Justice Service, including Social Workers, Police Officers, Probation Officers, Health Workers, Substance Misuse Officers, Education Officers and members of the Crown Prosecution Service, as well as Court staff.

KEY TASKS AND ACCOUNTABILITIES

1. The postholder must carry out the duties with full regard to the Council's Corporate Plan, the Corporate Equality and Diversity Policy and Health and Safety Policy.

2. To work with young people and their families under the guidance of the YJS Team Manager.
3. To initiate assessments and deliver interventions with young people in order to divert them away from offending and re-offending and prevent them from entering into the Criminal Justice System.
4. To deliver a range of interventions to young people to address their offending behaviour, be it on an individual or support the delivery of group-work sessions with young people. To undertake home visits where necessary and in accordance with Health and Safety requirements.
5. To liaise with colleagues, both within the Youth Justice Service and with other relevant partners and agencies.
6. On occasions to act as an Appropriate Adult under the provisions of the 1984 Police and Criminal Evidence Act.
7. To attend Court to support young people where necessary.
8. To keep all case files and records updated and maintained to agreed standards, both on paper and electronically.
9. To take part in training and development programmes arranged by the Youth Justice Service.
10. To work out of office hours, under the direction of the YJS Team Manager. This will involve evening and weekend work.
11. To contribute as directed to the effective working and performance management process of the Service.
12. To contribute to the assessment of risk and safety and wellbeing through the YJS assessment tool and to work to alleviate risk factors in conjunction with other colleagues in the YJS.
13. To participate in the duty rota as and when requested.
14. To maintain appropriate standards of confidentiality in accordance with the guidance of the Youth Justice Board and the procedures of the Service.
15. To contribute to the overall development of the Youth Justice Service by attending meetings, working parties and forums.
16. Attending meetings of inter-agency external bodies as appropriate.
17. Suggesting policy and procedural improvements.
18. Identifying opportunities for development of services.
19. To promote equality and anti-discriminatory practice for both staff and service users.
20. To undertake such additional duties as are reasonably commensurate with the level of this post.
21. The post-holder is responsible for safeguarding and promoting the welfare of children and/or vulnerable adults.
22. To carry out all duties with due regard to confidentiality and data protection regulations.

23.(if applicable) The postholder is responsible for the safeguarding and promoting the welfare of children and/or vulnerable adults.

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date Job Description prepared/revised: _____

Prepared/revised by: _____