

Job Description

Job Title	YOT Officer – Court Services
Grade	HAY 9/10
Reports to	Practice Manager – Court Services
Business Unit or Division	Youth Offending Service
Department	Children’s Specialist Services

1. Purpose of the job

- 1.1 To work as a member of the multi-agency Youth Offending Team in providing an effective service to the court, and working with young people involved or at risk of involvement in crime, and their families, in order to prevent/reduce offending behaviour.

2. Principal accountabilities

- 2.1 To provide a duty service, both office-based and in the Youth Court, dealing with enquiries, undertaking Appropriate Adult duties as required, undertaking risk and vulnerability assessments as required by the court, taking into account the risk of harm to the young offender and, also, a requirement to protect the public from harm, supervising young people in the court environs as necessary, and delivering a service to the court in accordance with National Standards, including the maintenance of court case records to a high standard and the recording of court outcomes.
- 2.2 Conducting assessments for the provision of services to young people involved or at risk of involvement in crime, and their families. This will involve the provision of written reports to the court, and giving oral evidence as appropriate to the circumstances.
- 2.3 To undertake work as directed with young people and their families in an individual and groupwork context. Acting as Responsible Officer for court-ordered interventions, young people and/or their parents, including planning evidence-based interventions to prevent offending. Monitoring compliance with requirements and taking enforcement action where appropriate.
- 2.4 To liaise with other professionals both within the YOT and in other agencies in relation to the provision of services.
- 2.5 To contribute to case reviews/conferences and other professional meetings as required.
- 2.6 To participate in practice development as appropriate and as required by

senior officers. To work in accordance with the Council's policies concerning the Management of Diversity.

- 2.7 To work in accordance within legislature framework provided by the Crime and Disorder Act 1998, the Criminal Justice Act 1999, the Children Act 1989, National Standards for the Treatment of Young Offenders, and Council policies and procedures.
- 2.8 To undertake any other duties appropriate to the grade and post.

Job context

1. Organisation Information

The Youth Offending Team in an inter-agency service formed in partnership between the local authority, Metropolitan Police Service, National Probation Service, and Southwark PCT under the provisions of the 1998 Crime and Disorder Act. The team provides a service for/to young people, and their families, who are involved or at risk of involvement in crime, with the principle aim of preventing youth offending.

Services are managed with a commitment to quality assurance.

All duties of the post are implemented in accordance with the principles of the Council's policy concerning the Management of Diversity.

2. Internal and External Contacts

Structure

Formally reports to a practice supervisor within the YOT.

The postholder holds no formal supervisory responsibilities but may offer advice and guidance to volunteers, or less experienced staff as appropriate to the circumstances.

Financial responsibilities

The postholder holds no specific financial responsibilities.

Contacts

The postholder will liaise with a range of different professionals both within the YOT and from external agencies in relation to the provision of services.

Grade and conditions of service

Governed by the National Conditions of Service for local government employees, amended by the Council as appropriate.

Contractual hours – 36, subject to flexitime arrangements as agreed with management, and worked in accordance with the exigencies of the service.

This post is exempt from the Rehabilitation of Offenders Act 1974, and candidates are required to disclose any convictions and must consent to police checks prior to any offer of appointment being made.

The post holder is required to uphold the Article 12 of the UN Convention on the Rights of the Child which states the right of any child or young person to be consulted in decision making.

On occasion the postholder may be required to work outside of normal office hours.

This post is open to job sharing.

Person Specification

Knowledge, including educational qualifications: Essential (E)
or
Desirable (D)

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|---|---|-------|
| 1 | To hold a social work qualification recognised by the General Social Care Council (GSCC) and be registered with the GSCC or Diploma in Probation Studies. | E/S |
| 2 | Knowledge of the problems and issues faced by young people and their families living in an inner city, multi- racial/multi-cultural community. | E/S/I |
| 3 | Knowledge of the physical, social and psychological needs of children and young people. | D/I |
| 4 | Knowledge of causes and consequences of social exclusion and the risk factors associated with youth offending behaviour. | E/S/I |
| 5 | Knowledge and understanding of the principles of evidence-based practice in relation to working with young offenders and their families. | E/S/T |
| 6 | Knowledge of relevant Childcare/ Criminal Justice legislation. | E/S |
| 7 | Knowledge of multi-agency working. | D/I |

Experience:

- | | | |
|---|--|-------|
| 8 | Must have significant experience working with children and families in a statutory or voluntary setting. | E/S/I |
| 9 | Experience of attendance at Youth, Magistrates and Crown Courts. | D |

Aptitudes, Skills & Competencies:

- | | |
|-------------------------------|---|
| • Influencing and negotiating | E |
| • Monitoring and enabling | E |
| • Caring skills | D |
| • Oral communication | E |

- Written communication E
- Numerical skills D
- Problem solving E
- Personal organisation E
- Change orientation D
- Energy and resilience D
- Personal integrity E
- Self-development E
- Professional report writing skills E/I

Special Conditions of Recruitment:

The postholder will be an employee of the local authority Children's Services department but will be appointed directly to the Youth Offending Team.

KEY: D Desirable I Evaluated at interview
 E Essential S Short listing criteria T Subject to test