

Youth Offending Team Officer

JE Code: JE0163

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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes City Council** | |
| **Service:** | Youth Offending Team |
| **Reports to:** | YOT Deputy Manager / Senior Youth Offending Team Officer |
| **Job Family:** | Care and Welfare |
| **Grade:** | H |
| **Political restricted:** | N |
| **Date:** | June 2023 |

**Key Deliverables**

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| **1.** | Assessments, (including specialist assessments) and report writing are carried out effectively, in accordance with legislation, local policy and Standards for Children in the Youth Justice System. This includes presenting evidenced and well-thought-out conclusions and proposals for different audiences, including child protection and other formal inter agency settings as well as completing Court reports, Referral Order Reports and Youth Conditional Caution proposals as required. |
| **2.** | Clear intervention plans are devised to manage the assessed likelihood of offending concerns, risk of harm concerns and the assessed risks to children and young people’s safety and wellbeing. These plans are implemented and reviewed with the objective of managing risk to the children or others, preventing offending or re-offending and supporting young people to lead pro-social futures. All work will comply with legislation, local policy and Standards for Children in the Youth Justice System, and when necessary, action is taken to enforce compliance with Court Orders or Youth Conditional Cautions. |
| **3.** | Managing a predominantly high-risk caseload of young people who are on statutory post / pre -court disposals or involved with the Early Support Project (ESP), our Youth Diversion and Prevention Service, including work with parents and other carers in support of a whole family approach supervising, where required, Parenting Orders in accordance with local policy and practice and Standards for Children in the Youth Justice System. Young people may have received an informal outcome from the Police or have been referred to the service due to concerns around the early onset of offending, knife crime, gang membership or concerning associations, county lines and child exploitation. The caseload will require the post-holder to manage competing priorities and demands for complex young people who are likely to present with a variety of risk and need factors. |
| **4.** | To lead on individual and lead area effective partnership approaches with other agencies and services, sharing information and planning together for the benefit of the child or young person, victims of crime and the community at large and provide a quality youth justice service to all key stakeholders ensuring accurate case records are maintained electronically, and reports and information are provided on a regular basis in accordance with national guidelines and local policy. |
| **5.** | In addition to the management of predominantly high-risk cases, this post will include carrying out the role of Court Officer in the Criminal Courts where necessary, and participation in appropriate Court and office duty arrangements. This will include being on a rota to cover Out-of-Hours Remand Court (Saturday’s and Bank Holidays). |
| **6.** | To work with parents and other carers in support of a whole family approach supervising where required Parenting Orders in accordance with local policy and practice and National Standards and guidance. |
| **7.** | To lead service development or quality assurance activity as directed by the YOT management team and /or take a lead in designated areas of service delivery. To provide guidance and professional supervision to YOT staff on more junior grades. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

The YOT Officer is a career graded post (Grade F-H). This profile sets out the expectations of an officer appointed at Grade H of the carer grade. This is the level that represents a very experienced and highly skilled YOT Officer. The differences between this level and the level below (Grade G) relates to the complexity of the work undertaken and the level of professional resilience and autonomy requiring minimal input from more senior colleagues. In addition, at this level, the post holder is expected to demonstrate creativity and innovation not only with respect to their own caseload but with respect to the development of the service and the approach to professional supervision and advice to YOT Staff on more junior grades.

**Essential Requirements (key skills & qualifications)**

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| **1.** | Recognised qualification and substantial experience gained in Social Work, Policing, Education, Youth Work, Criminal Justice or Health relevant setting. Skills and knowledge in listening to children and adults, in observation and in carrying out assessments and plans addressing risks and needs. Expert knowledge of criminal justice legislation and guidance and person centred anti-oppressive and anti-discriminatory practice. |
| **2.** | Excellent verbal and written communication skills and good IT skills with the ability to complete and present holistic assessments to assess likelihood of offending, risk of harm to others and risks to children and young people’s safety and wellbeing. This includes the requirement to analyse, summarise and write / record relevant information clearly and concisely so that it is easily understood by service users and colleagues. |
| **3.** | Able to manage own work, prioritise, plan and use time efficiently and to take responsibility for co-ordinating designated areas of the service including plan work of others, with the flexibility and ability to support other staff.  Ability to work as part of a multi-agency / multi-disciplinary team working co-operatively in partnership with other professionals and agencies to meet the needs of the child/young person parents and/or victims. |
| **4.** | Able to collect, analyse and make judgements in high risk / complex cases and to use these to develop, implement, monitor and enforce effective interventions that are child and family centred and treat all with respect and with empathy whilst balancing the needs of victims and the community. Ability to question, challenge, solve problems and complete complex tasks with limited guidance. |
| **5.** | Able to make considered decisions analyse and evaluate information in high-risk cases with limited senior staff and / or managers oversight. |
| **6.** | Must be self- motivating with ability to display initiative but also to work under direction according to guidance policy and Standards for Children in the Youth Justice System. Take responsibility for quality and completion of own work within standards with the flexibility to adapt to change and contribute significantly to, and lead service development in designated areas. |
| **7.** | Able to manage own time and find imaginative and cost-effective solutions to meet service user’s needs. Flexible and willing approach to working hours including evening and weekend working. |

Job Family

Care and Welfare

Grade H

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| **Colleagues Expectations**   * Be professional at all times * Work together for the good of the team, council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Managers expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

Care and Welfare family jobs have as their primary responsibility, the vulnerable members of our community who depend upon the Council for direct advice, guidance and practical assistance. They may personally carry out caring related tasks, or manage those that do, but it is personal interactions with those in our care that are at the centre of these roles.

**Role characteristics**

At this level social work practitioners with advanced theoretical knowledge of social work and associated disciplines. Jobs at this level will be required to regularly deal with the most challenging service users in the Council’s care and will have very high demands of concentration, communication skill and emotional resilience.

**The knowledge and skills required**

At this level, the expertise that underpins job holders’ decisions and authoritative recommendations is grounded in either an advanced level of theoretical understanding of a very wide range of social work issues and/or associated disciplines, or an equivalent level of very lengthy practitioner level experience.

Job holders may require specific qualifications in order to comply with the legislative and regulatory requirements of their job.

Roles at this level will engage with others in assisting with physical tasks requiring some modest manual dexterity. Computer use is also a day to day feature of these roles.

Thinking, Planning and Communication

Job holders will regularly deal with highly charged, contentious situations and individuals whose behaviour ranges from merely challenging to aggressive and threatening. Job holders will have developed their essential communication skills through a combination of formal training and lengthy experience. Delivering the desired outcomes of interventions with families and individuals will depend upon effective advisory and persuasive skills in the context of exchanges with a range of audiences, some of whom will have inherent comprehension or language difficulties.

Whether resulting from their own case work or from issues escalated from other areas, the problems and situations dealt with will inevitably be complex, involving multiple information streams such as individual needs assessment, consideration of resource allocation and prioritisation of conflicting demands. Although still working on a day to day basis with groups and individuals, there will also be a need to take a longer view and maybe up to a year ahead in some cases.

**Decision making and innovation**

The procedures, approaches and techniques required to fulfil the duties of these roles may be professionally based and/or defined by internal recognised protocols, but job holders will organise their own workload in accordance with changing demands and priorities.

Job holders will independently respond to problems, some of they may not have been encountered previously. They will have access to advice and assistance from team managers or supervisors when serious issues arise.

**Areas of responsibility**

Job holders will not only implement important and far reaching care programmes to the direct benefit of families and individuals, but they will also contribute to the development of corporate policies and procedures in their working sector.

Job holders will generally have some responsibility for the supervision or co-ordination of other employees, but this will not extend to formal management responsibility. Where roles at this level have formal line management responsibility, they are unlikely to need the level of specialist knowledge credited above.

These roles are unlikely to have any financial responsibilities beyond the occasional handling of modest amounts of cash, sometimes on behalf of others.

Job holders will create and maintain work records, both written and electronic. There will, in addition, be sole or shared responsibility for the safe use and basic maintenance of a range of equipment, premises and/or vehicles.

**Impacts and demands**

The requirement for greater than normal physical effort is modest, although there will always be a need for limited standing, walking and the lifting/carrying of equipment and other items. Awareness of the actions of children, vulnerable adults and others will call for long periods of sensory attention. Job holders will also be required to have moderate periods of concentrated mental attention, for example when report writing or attending case meetings. Given the range of case work involved, job holders will also experience high level pressures of deadlines and conflicting demands.

Job holders are required to develop and maintain client relationships which may need them to exert greater than normal emotional resilience, with particularly challenging service users.

Working directly with vulnerable service users will result in some exposure to disagreeable, unpleasant or hazardous environmental working conditions. This may extend to dealing with odours, intimate care and bodily fluids, and will also see job holders exposed to unpleasant or even threatening people related behaviour from time to time.