

Youth Offending Team Officer

JE Code: JE0242

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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:** | G |
| **Political restricted** | N |
| **Date:** | February 2022 |

**Key Deliverables**

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| **1.** | 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 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 work effectively in partnership 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 both medium and 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 undertake service development or quality assurance activity with guidance as directed by the YOT management team and /or take a lead in designated areas of service delivery. |

*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 G of the carer grade. This is the level that represents an experienced and skilled YOT Officer. The differences between this level and the level below (Grade F) reflects the increase in the complexity of the work undertaken and a reduction in the level of input, support, guidance and direction required from more senior colleagues, with the expectation being that as staff progress through the grades (F -G -H) the work is more complex and the balance of risks managed are greater than with lower grades, with the expectation of increasing professional autonomy and resilience.

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

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| **1.** | Recognised qualification and 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. In depth 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 as required to plan work of others in designated areas of service with the flexibility and ability to support other staff when need arises.  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 day to day guidance. |
| **5.** | Able in consultation with senior staff and / or managers, to make considered decisions analyse and evaluate information in high-risk cases. |
| **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 with direction, lead service development. |
| **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 & Welfare

Grade G

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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 posts comprise front-line positions requiring a combination of professional qualifications and extensive experience in order to make consequential assessments and judgements in relation to the care and welfare of vulnerable children and adults. Working either in residential or non-residential teams, job holders’ freedom to act will be based not simply upon laid down procedures but also on more general professional and corporate policy guidelines.

### The Knowledge and skills required

At this level, the expertise that underpins job holders’ decisions and authoritative recommendations is grounded in either the theory of social work and/or associated disciplines or very extensive practitioner level experience. Job holders may require specific qualifications in order to comply with the legislative and regulatory requirements of their job.

Jobs at this level which do not quite require the in-depth theoretical knowledge described above will offset this with higher levels of financial responsibility and/or personal impact factors such as physical effort or more difficult working conditions. 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 need developed communication skills to engage at the appropriate level with service users. Two-way communications where inherent barriers exist is regularly challenging and post holders must couch their advice and persuasive messaging in terms which can be understood. These skills are likely to have been gained through specific experience and training.

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 which maybe up to a year ahead in some cases. Two-way communications where inherent barriers exist is regularly challenging and job holders must couch their advice and persuasive messaging in terms which can be understood. These skills are likely to have been gained through specific experience and training.

**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 holder will independently respond to problems, some of which 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 are responsible for the accurate and timely assessment of service user needs. As well the identification and delivery of appropriate care and welfare solutions under a variety of circumstances over more than a day to day timescale.

Job holders will generally have formal management responsibility within their team or centre. Those at this level who do not have this responsibility will be social work profession- also, whose specialist qualifications offset this slightly reduced demand.

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**

At this level, 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 the pressures of deadlines and conflicting demands.

The nature of these roles is such that most of the client relationships job holders are required to develop and maintain will need them to exert greater than normal emotional resilience, with some particularly challenging service users placing intense emotional demands upon them.

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.