**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Youth Justice and Exploitation Worker |
| Salary: | £37, 035- £43, 693 |
| Grade: | 10/11 |
| Hours: | 37 hours a week (full-time) |
| Team: | Youth Justice |
| Service Area: | Children, Education & Families |
| Primary Location: | County-wide (main office is at Ron Groves House, Kidlington) |
| Budget responsibility: | N/A |
| Responsible to: | Assistant Team Manager |
| Responsible for: | N/A |
| Political Restricted Post: | N/A |

## Job Purpose

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| *A brief overview of the key objectives of the job:*  As a Youth Justice practitioner, you will supervise a caseload of children subject to out-of-court disposals and Court Orders and be responsible for assessing and managing harm and safety in line with the YJB’s National Standards and Case-Management guidance and related youth justice frameworks.  This is a case-management role including assessment and planning using the YJB-mandated assessment tools, delivery of desistance-focused interventions to improve children’s outcomes as well as protecting victims and communities from further harm. Youth Justice practitioners in Oxfordshire also provide bail and remand services to Oxfordshire’s Magistrates and Crown Courts so you will be required to undertake Court and Bail duties.  Knowledge of child safeguarding and public protection functions in youth justice are essential for this role.  You will ensure that services are planned and delivered in a way that maximises participation, is responsive to children’s needs and backgrounds, and contributes to effective safeguarding and reduction of harm.  We work flexibly according to the needs of the child/ren and service. This includes working across the County of Oxfordshire. Staff participate in a number of duty rotas, including daytime duties and weekend and bank holiday Court Cover. |

## Job Responsibilities

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| **This is a list of the main duties or tasks that the post holder will be expected to undertake:**  1. To undertake assessments using the YJB mandated assessment and planning framework; assessing risk and need and formulating developmentally appropriate and desistance-focused plans to build on identified strengths and encourage desistance.  2. Ensure that all work maximises children’s participation and is delivered in accordance with children’s rights and entitlements.  3. To write reports for the Magistrates and Crown Courts and Referral Order Panels.  4. Case-manage children subject to out-of-court disposals, Court Bail packages, Court Orders in the community and on remand/custodial sentences within the youth secure estate. Ensure all work is delivered in accordance with YJB Standards for Children & Case Management Guidance & internal YJS and OCC processes and procedures.  5. Devise and deliver a range of interventions – including individual, group and family – and be responsible for the engagement/compliance of children with their disposals. Take a trauma-informed approach to engagement/compliance whilst balancing safety and public protection responsibilities.  6. Make necessary referrals to partner agencies where a child requires additional support services (in line with our Youth Justice KPIs).  7. Ensure principles of restorative justice underpin all aspects of the work undertaken with young people and their families.  8. To act as Court Officer within the Youth Court and Crown Courts as part of the Court and Bail rotas.  9. To take part in the Office Duty rota.  10. To develop and maintain thorough knowledge of youth justice legislation and effective practice and to contribute to the monitoring, research and evaluation of services.  11. Work to achieve the aims of the service wide youth justice plan and relevant improvement plans.  12. Develop and maintain operational links with a range of agencies to ensure effective multi-agency working to achieve the joint aims of the partners involved.  13. Assist with the induction of new staff as required, acting as a buddy or mentor to newer more inexperienced staff.  14. Be responsible for the accurate and up to date maintenance of records and files in accordance with Youth Justice Service procedures and Data Protection legislation using the dedicated YJES/OCC databases and associated recording procedures.  15. Take responsibility for professional development ensuring that knowledge, skills and competencies are up to date.  16. Respect and promote diversity and equality in accordance with OCC and service policies and procedures.  17. Contribute to maintaining the safety and security of all service users.    18. Undertake such other duties as may be determined within the general scope of this post. |  |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| • Recognised professional qualification  (e.g. NVQ level 5/degree or its equivalent in Youth Justice, Social work, Probation, Police, Health)  • Recent and relevant experience of case-management within criminal justice system  • At least 2 years’ experience of direct work with vulnerable children and their families delivering strengths-based interventions | A  A/I  A/I |
| • Working knowledge of key youth justice legislation and guidance  • Current knowledge of relevant issues and developments which influence the youth crime agenda, (including the wider Children's Services e.g. exploitation, extra-familial harm, serious violence).  • An understanding of the underpinning theory around youth justice and a sound knowledge of the risk and practice factors associated with youth crime, exploitation and evidence-based interventions with adolescents | A/I  A/I  I |
| • Knowledge and awareness of children’s rights issues.  • Understanding of Youth Justice data systems and frameworks (ChildView). | A/I  A/I |
| • Excellent written and oral communication skills and ability to adapt communication style for a range of audiences – confidence in presenting in Court setting and in multi-agency meetings  • Skills in effectively engaging with highly vulnerable children who often experience difficulty in accessing support and building trusting relationships  • Excellent listening and observational skills.  • Good IT skills and accurate record keeping.  • Good organisational skills, able to prioritise, meet deadlines and respond to challenges in a calm and solution-focused way | A/I  A/I  A/I  A/I  A/I |
| Desirable Criteria | Assessed By: |
| • Experience or understanding of restorative justice | A/I |
| • Understanding of the range of local services available for children, young people, parents and carers in Oxfordshire | A/I |
| • Experience of working in a Court setting | A/I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

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|  | Other (please specify): |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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|  | Provision of personal care on a regular basis |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects |  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis |  | Restricted postural change – prolonged standing |
|  | Night work |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks |  | Work with vibrating tools/ machinery |
|  | Work involving food handling |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |

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|  | Other (please specify): |