

# Job Description

**Role Profile**  Youth Justice Officer

**Service/Team** - Childrens Services

**Reports to** Practice Manager / Team Manager

**My job improves the quality of life for the people of Pan Dorset Area by supporting young people involved in the youth justice system, in order to reduce the risk of offending or re-offending and manage safeguarding risks relating to the young person’s welfare as well as the safety of the public.**

**Job Overview**

The post holder will take a lead role in the team’s supervision of young people to ensure the Youth Justice Service (YJS) meets its statutory responsibilities for youth justice. Key objectives include:

• To manage a caseload, including some high and medium risk cases, including assessment, planning, interventions, review and enforcement of court orders

• To reduce the risk of re-offending, to manage safeguarding and risk issues to protect the public and young people from harm

• To provide expert written and oral advice to courts and other partners

## Key Responsibilities

* To carry a full caseload, including some complex cases with significant risk issues
* To undertake high quality assessments and reviews, using structured and specialist assessment tools; to devise and implement intervention plans to reduce the likelihood of reoffending.
* To use excellent client engagement skills to build positive working relationships with service users and to ensure service users participate in assessment, planning and review processes.
* To prepare written reports for courts and other forums within national and local timescales and quality standards.
* To maintain prompt, full and accurate case records and to contribute to the collection, interpretation and use of performance information.
* To work constructively in a multi-agency team to make best use of the team’s varied professional perspectives.
* To work collaboratively and constructively with colleagues from other children’s services and relevant partner agencies to ensure the best outcomes for young people, victims and the community.
* To represent the YJS in its formal role in court, police stations, custodial establishments and other formal settings.
* To contribute to the development and implementation of team quality assurance processes
* To undertake effective safeguarding practice, including effective inter-agency working, in order that the highest standards are maintained for protecting vulnerable children and young people from harm; to follow YJS policy and procedures for the accurate assessment and safe management of risk to children.
* To undertake effective risk management to protect the public from harm and to reduce re-offending; to follow YJS policy and procedures for the accurate assessment and safe management of risk to the public.
* To manage a full workload effectively in the context of national and local deadlines, significant travel and client home visits, and some out of hours working
* Information Sharing – To share information appropriately and proportionally to support the management of risk and vulnerability; to prevent crime and to support the swift administration of justice.
* To undertake such other duties as are required, commensurate with the level of responsibility for this post.
* To adhere to the Council’s Equality and Diversity Policy, both in the treatment of staff and in the delivery of services, including assessment of and response to the diversity needs of service users.
* To carry out the duties and responsibilities of the post with full regard to the promotion of and compliance with Council’s policies.
* To undertake office duty cover in accordance with service requirements

## Specific Qualifications and Experience

* Relevant professional qualification including element of assessed practice (eg Social work or Probation - Social work qualification requires current Health and Care Professions Council registration)
* Evidence of continuing professional development and commitment to best practice for self and others
* Ability to work effectively with young people, parents and victims, building and sustaining positive working relationships.
* Knowledge and direct experience of case responsibility for risk and safeguarding in relevant setting (eg youth justice, child care social work, Probation).
* Detailed knowledge of the statutory and practice frameworks for youth justice.
* Proven ability to make good use of electronic case management and other IT systems
* Ability to manage and coordinate a complex caseload in a multi-agency team, including effective workload management.

## Personal Qualities & Attributes

* Good analytical and assessment skills, with the ability to exercise sound judgement
* High standard of communication skills (speaking, listening, writing), including client engagement and formal report writing
* Ability to work effectively across agencies and professional groups, building and sustaining positive working relationships .
* Ability to organise time and balance conflicting priorities whilst consistently meeting individual and organisational objectives.
* A good understanding, knowledge and commitment to equalities and evidence of practice which is responsive to diversity needs.
* Ability to work effectively as part of a multi-agency team, providing specialist advice as required and supporting the practice development of colleagues.

## Job Requirements

* Relevant professional qualification including element of assessed practice (eg Social work or Probation - Social work qualification requires current Health and Care Professions Council registration)
* Subject to an enhanced DBS check
* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.