



JOB DESCRIPTION

DIRECTORATE: Families & Wellbeing

SERVICE: Youth Justice Services
incorporating Cheshire East, Cheshire West, Halton and Warrington

POST DETAILS

Job Title: Youth Offending Service Officer

Grade: 7

Location of Work: Across Cheshire East, Cheshire West, Halton and Warrington
Office base: Municipal Building, Kingsway, Widnes. Other office bases can be worked from – Wyvern House, Winsford ; Delamere House, Crewe.

Directly Responsible To: Team Manager

Directly Responsible For: n/a

Hours of Duty: 37

Primary Purpose and Scope of the Job:

To work as part of a multi-agency team of staff to provide an integrated approach to the delivery of services that achieves the principal aim of the Youth Justice Service, which is to prevent and reduce offending by children and young people

To work within the requirements of the Crime and Disorder Act 1998 and National Standards, through direct contact with young people and their families to delivery oversight, supervision and support across a range of statutory and voluntary provisions.

WORKING RELATIONSHIPS

Work alongside members of the Youth Justice Service including Social Workers, Police Officers, Probation Officers, Health Workers, Career Advice Staff, Education Officers, Court Officers, Support Officers and Volunteers. Also work with members of the Crown Prosecution Service and Court Staff.

KEY TASKS AND ACCOUNTABILITIES

1. The postholder must carry out the duties with full regard to the Council's Corporate Plan, the Corporate Equality and Diversity Policy and Health and Safety Policy.
2. To deliver a range of activities and services that contribute to the requirement of the Youth Justice Service to reduce offending by children and young people
3. To undertake assessments in relation to risk of harm, risk of re-offending, and safety and well-being and to identify offence-related problems, requiring appropriate and targeted resources
4. To assist in the development and implementation of individual and group work programmes based on principles of effective practice for children, young people and their families who are in contact with the Youth Justice Service.
5. To share in the supervision of community sentences in line with national and other relevant standards and guidelines.
6. To work with children assessed as being at risk of offending, and their families.
7. To take part in the Youth Justice Service duty system as required.
8. To act as Appropriate Adult in PACE interviews.
9. To provide a high quality service to Courts and Sentencers.
10. To collect and input data using computer systems, for the monitoring and evaluation of services.
11. To influence and work alongside local statutory and voluntary organisations and agencies as required, to help reduce and prevent offending by children and young people.
12. To attend and actively participate in supervision with the Line Manager, and regular Team meetings.
13. To work within an Equal Opportunities framework and promote the development of anti-discriminatory and anti-oppressive practice in all aspects of the work.
14. To perform any other duties which correspond reasonably to the general character of the post and which are commensurate with an appropriate level of responsibility.
15. To deliver the service at a local level to the standards required by the Youth Justice Board and the Local Management Board as defined in National Standards, the Youth Justice Plan and YJS Policies and Procedures.
16. To deliver services in line with the local planning framework and reference to other significant planning frameworks, i.e. Children's Plan, Community Safety Plan etc.
17. To undertake such additional duties as are reasonably commensurate with the level of this post.

18. To carry out all duties with due regard to confidentiality and data protection regulations.
19. The postholder is responsible for the safeguarding and promoting the welfare of children and/or vulnerable adults.
20. As this is a position which involves face to face contact with members of the public, the ability to speak fluent English is an essential criteria for the post.

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date Job Description prepared/revised: 4th April 2023 _____

Prepared/revised by:

Lisa Broome _____