

JOB DESCRIPTION

DIRECTORATE: Families and Wellbeing

SERVICE: Youth Justice Services

POST DETAILS:

Job Title: Youth Justice Services – Education, Training and Employment Worker

Grade: 7

Location of Work: Generally Warrington, but may need to cover more widely across Cheshire for other tasks as part of the pan Cheshire Youth Justice Service

Directly Responsible To: Team Manager

Directly Responsible For: N/A

Hours of Duty: 30 hours (12 month Fixed Term)

Primary Purpose and Scope of the Job:

* To work as part of a multi-agency team of staff providing an integrated approach to the delivery of services designed to achieve the principal aim of the Youth Justice Service, this is to prevent offending by children and young people.

* To work within the framework of the Crime and Disorder Act 1998 and National Standards, for Youth Justice. This will involve direct contact with children, young people and their families, and oversight, supervision and support for children and young people across a range of statutory and voluntary provisions.

* To work as an ETE worker by gathering education, training and employment information and deliver interventions for young people on statutory court orders and those diverted from the court who are resident in Warrington or are known to Warrington Local Authority.

WORKING RELATIONSHIPS:

Working alongside ETE workers, case managers and other members of Youth Justice Services including Social Workers, Police Officers, Probation Officers, Health Workers, Court Officers and Referral Order Panel Members.

KEY TASKS AND ACCOUNTABILITIES:

1. Gathering education, training and employment information to input into comprehensive assessments, highlighting risk, safeguarding and individual needs to inform case management and intervention.
2. Develop and maintain effective links with schools, colleges, placement providers, employers and other relevant agencies with the aim of preventing youth offending, supporting attendance, creating learning opportunities and helping to identify and maintain suitable placements.
3. Complete robust risk management and support plans to help young people to have full access to ETE placements to ensure that they and others are appropriately safeguarded. And attend a variety of meetings related to ETE, risk management and safeguarding both internally and with external agencies (these may include within a secure environment)
4. Maintain essential records, provide reports and carry out other administrative duties as required. And collate data of all ETE outcomes at the end of a statutory order and produce case studies to reflect challenges, barriers and positive outcomes.
5. Engage with and motivate young people and their parents/carers to support ETE, offering advice, guidance, choices, imparting knowledge and helping to overcome barriers to support full participation in appropriate ETE.
6. To provide a structure of support for those young people on bail and at risk of being remanded into custody.
7. Meet the British Dyslexia Association requirements so that young people are able to understand what is expected of them, completing screening tools to share with providers to encourage support and participation and further exploration if an issue is identified/ensuring YJS is a dyslexia friendly service.
8. Participate in individual and group supervision and appraisal according to agency policy and procedure.
9. If deemed necessary providing statutory duty service at the Police Station; and Courts, dealing with remands/bail/trials/court outcomes/ liaising with court staff/solicitors/external agencies/support to young people and families
10. The job holder may be required at any time to undertake any work up to and/or at a level consistent with existing responsibilities. These tasks may be at any location across Cheshire to ensure the effective deployment of labour, materials, transport and equipment to meet daily service requirements.
11. To work occasional evening and weekends (including bank holidays) if required as part of Youth Justice Service duty arrangements

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 post holder at the appropriate time.

Prepared/Revised By:

____Jez Brown (18.06.24)_____

Agreed Job Description Signed By Holder:

(To be signed only following appointment)

Date Job Description signed by Holder:
