

Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

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

Role Details

Job Title:	Youth Justice Service Practitioner	JEID	L0201
Salary Grade:	H		
Team:	Youth Justice Service		
Division / Service:	Children's & Families		
Directorate:	People		
Primary Location:	Warwickshire Justice Centre, Leamington		
Political Restriction	This position is not politically restricted.		
Responsible to:	Practice Leader		
Responsible for:			

Role Purpose

As a Youth Justice Service (YJS) Practitioner, you will be part of a multi-agency team whose remit is to prevent offending by young people and therefore prevent further victims of crime. YJS provides services to young people, victims and parents/carers as required by the Crime and Disorder Act. You will be required to undertake a wide range of activities, both with service users and other agencies.

Role Responsibilities



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- Case Management - manage young people, parents and/or victims that require intervention from YJS. Manage court orders imposed on young people and parents in line with the Youth Justice Board's National Standards which will, at times, include attending referral order panels and breach proceedings. Manage voluntary interventions, prevention cases and out of court disposals.
- Office Duty - undertake on a regular basis office duty which can include seeing young people or parents in crisis, attending police interviews as appropriate adult with young people and finding emergency accommodation for young people. Duty workers undertake enforcement appointments and complete daily feedback forms.
- Contribute to the development, delivery and management of services relating to court duty, victims, parents, accommodation, pre-court work, substance misuse, reparation, restorative justice, sessional work and volunteers.
- Contribute to the service offered to young people, parents and victims by undertaking straightforward case work (standard/enhanced level) including assessment and support planning (APIS) and/or designated tasks on more complex cases (intensive), in an anti-discriminatory manner. Ensuring assessments and reviews are completed in a timely manner and that case recording is accurate / timely on both computerised and paper systems.
- Provide a flexible range of support to individuals and their families to help prevent offending, crises and family breakdown and promote independence/rehabilitation. A key task will be to identify community placements and assist young people to complete reparation.
- YJS Practitioners practice accountably, within the prevailing legislative framework and Council policies, YJS policies and procedures, under the supervision of the line manager.
- May undertake professional worker tasks (specifically intensive level) with appropriate supervision and support, in preparation for future professional training if appropriate.
- Assess young people and design plans for intervention, liaising with colleagues and other agencies as appropriate for straightforward cases (standard/enhanced) or contributes to these activities in more complex cases (intensive).
- Manage orders or pre court cases with close supervision where the young person has ongoing child protection issues. Work with Children's Teams, attending planning meetings, case conferences and reviews as required
- Arrange the delivery and monitor the effectiveness of intervention plans to meet young people's, parents' and victims' identified needs. Where appropriate, assist a social worker, probation officer, police and education workers to do this eg at risk panels.
- Work collaboratively with young people, parents, victims, families, communities, colleagues and other agencies.
- Ensure that all recording is carried out in accordance with policy and procedures.
- Attend appropriate continuous professional development activities as are required and are suitable, in agreement with the line manager.
- Can be available to work any of the Council's localities

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Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria	Assessed By:
<ul style="list-style-type: none">• Good literacy and numeracy skills	A
<ul style="list-style-type: none">• To be able to independently interpret and analyse information and facts to solve varied problems	A,I
<ul style="list-style-type: none">• The ability to demonstrate appropriate skills to meet the welfare needs/justice concerns of our service users, some of whom will have particularly demanding needs and to be able to advise and guide our service users to enable them to solve particular problems in order to prevent re-offending.	A,I
<ul style="list-style-type: none">• To be able to undertake routine assessment of needs, support planning, monitoring and review for and in partnership with young people, parents and victims ensuring that young people take responsibility for their offending behaviour and that parents are accountable for their children's actions.	A,I
<ul style="list-style-type: none">• To be able to use own initiative to respond independently to problems and unexpected situations as established in supervision	A,I
<ul style="list-style-type: none">• The ability to work under a high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands	A,I
<ul style="list-style-type: none">• The ability and experience to cope with significant emotional demands, caused by contact with clients who are seriously disadvantaged in some way	I
<ul style="list-style-type: none">• Ability to work well with colleagues, including managers, as a member of a team	A,I
<ul style="list-style-type: none">• You are required to travel away from your normal place of work, therefore you are required to provide a car or make reasonable equivalent arrangements which are satisfactory to the County Council.	A
<ul style="list-style-type: none">• To be computer literate to the standard that enables efficient use of client data base systems, production of letters and reports and use of WYJS systems e.g. electronic diaries etc.	A
<ul style="list-style-type: none">• Ability to communicate fluently, in writing and verbally, with a wide range of people.	A,I
<ul style="list-style-type: none">• To be experienced with working with young people, parents or victims for a period of 12 months or more	A

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Desirable Criteria	Assessed By:
• GCSE in Maths and English	D
• Professional Certificate in Effective Practice (PCEP)	D
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Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and hazards that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities in accordance with all Warwickshire County Council policies, procedures and arrangements as specified for the post / role.

Potential Hazards

The hazards ticked below are elements of the job that may need to be considered when applying for the role, as well as when completing a Work Health Assessment.

<input checked="" type="checkbox"/> Regular client contact or care	<input type="checkbox"/> Exposure to noise levels (above 80dbA)
<input checked="" type="checkbox"/> Lone working	<input type="checkbox"/> Working with waste or refuse
<input type="checkbox"/> Night working	<input type="checkbox"/> Food Handling
<input type="checkbox"/> Work at heights	<input type="checkbox"/> Manual handling tasks
<input type="checkbox"/> Working in confined spaces	<input type="checkbox"/> Electric work
<input checked="" type="checkbox"/> User of Display Screen Equipment (DSE)	<input type="checkbox"/> Contact with Latex
<input checked="" type="checkbox"/> Repetitive tasks	<input type="checkbox"/> Chemical / Dust / Fume Exposure (COSHH)
<input type="checkbox"/> Continual telephone use (<i>call centre</i>)	<input type="checkbox"/> Working with vibrating tools / machinery