

Job Description

For Social Care Positions

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 Case Manager	JEID	SW002
Salary Grade:	Grade J		
Team:	Warwickshire Youth Justice Service		
Service Area:	Children and Families		
Primary Location:	Warwickshire Justice Centre, Nuneaton		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Manager		
Responsible for:	N/A		

Role Purpose

As part of a multi-agency service, to prevent and reduce offending by young people by providing services as required by the Crime and Disorder Act. This post will also work with parents/carers and victims of crime.

Role Responsibilities

- Appropriate adult role in P.A.C.E. interviews.
- Assessment of young offenders to assess factors leading to criminal behaviour and risk of re-offending within an understanding of contextual safeguarding and section 18 of the Crime and Disorder Act 1998.
- Court duty.
- Preparation of reports for Youth, Crown Court and Referral Order Panels.
- Supervision of community sentences and other court orders
- Sentence planning and throughcare supervision.
- Contribution to preventive work and pre court disposals.
- Supervision of bail support programmes
- Management of Looked After Children in local authority accommodation and where social work qualified function as the placement social worker where required.
- Attendance at Referral Offender Panel meetings.
- Contribution to Warwickshire Youth Justice Service policy and practice developments
- Contribution to inter-agency training initiatives.

- To participate fully in the duties of the team, including the duty rota, team meetings and other meetings determined by the Practice Leader or the Service Manager.
- Maintain accurate and concise case records and produce reports on time, as necessary.
- Undertake all of the above in accordance with statutory and departmental policies and procedures. Any other duties that the Warwickshire Youth Justice Service Manager shall from time to time determine.
- To ensure that Health and Safety responsibilities are carried out in accordance with the Department's Health & Safety policy and procedures.



Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Youth Justice Case Manager – Level 2
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Main Tasks

- Provides a service, to a high professional standard, for individuals, families, and groups in an anti-discriminatory manner.
- Practices accountability, within the prevailing legislative framework and Council policies and procedures, under the supervision of the line manager.
- Manages a mixed case load, including a small number of the more challenging cases that involve vulnerable people with complex problems. The proportion of complex cases will increase, with appropriate supervision, in preparation for progression to level 3.
- Assesses referrals and designs plans for action, liaising with colleagues and other agencies as appropriate.
- Arranges the delivery and monitors the effectiveness of packages of support to meet people's identified needs.
- Works collaboratively with individuals, families, carers, communities, colleagues and other agencies.
- Ensures that all recording of Youth Justice activity is carried out in accordance with policy and procedures.
- Attends appropriate continuous professional development activities as are required and suitable, in agreement with the line manager.
- Can be available to work within any of the Council's localities.

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:

Professional Social Work qualification and current registration as a social worker with the General Social Care Council or Probation qualification.	D
The ability to independently interpret and analyse varied and complex information or situations and to produce solutions	A,I&T
The ability to identify and respond to needs of clients which may be difficult to satisfy using enabling approaches whenever possible	A&I
The ability to undertake assessment of complex needs and develop, monitor and review appropriate programmes of care and support, involving multi-agency delivery, for and in partnership with clients and carers	A&I
The ability to act on behalf of the Council as an advocate in a formal setting	A&I
The ability to organise own workload and decide priorities. The ability to use own initiative to respond independently to difficult problems and unexpected situations as agreed in supervision	A&I
The ability to write complex reports, working under pressure, meeting deadlines and dealing with interruptions	A&I
The ability and experience to cope with intense emotional demands arising from the nature of the client group such as terminally ill clients or cases of child abuse	A&I
Ability to work well with colleagues, including managers, as a member of a team	A&I
Mobility essential. Able-bodied applicants must be able to drive, have a driving licence and be a car owner. Disabled applicants should be able to perform the job with aid, where necessary.	A
To be able to operate a keyboard, our client database systems and employ basic computer knowledge and skills	A
Ability to communicate fluently, in writing and verbally, with a wide range of people	A&I

Desirable Criteria

Assessed By:

Experience of working within a Youth Justice Service	A
Evidence of an awareness of operating in a social control environment, within a trauma informed and contextual safeguarding	

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 the potential hazards and risks 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 for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

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 WCC vehicle for work purposes)
Working at height/ using ladders on a regular/ repetitive basis	Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> 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
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
Undertaking repetitive tasks	<input checked="" type="checkbox"/> 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	<input checked="checked" type="checkbox"/> Face-to-face contact with members of the public
Other (please specify):	

