

Job Description

JOB TITLE:	Youth Justice Service Case Prevention Officer
GRADE:	I
POST NUMBER:	
DIRECTORATE:	Supporting Families
SERVICE:	Youth Justice Service
RESPONSIBLE TO :	Youth Justice Team Manager
RESPONSIBLE FOR:	There are no direct reports. The Youth Justice Service Case Prevention Officer is responsible for the management of children subject to diversionary and preventative interventions in the Youth Justice Service
	This post requires a DBS check. - Enhanced check - Enhanced with Barred list check (Both Adult and Child Workforce) Is a Travel Allowance Payable? Yes Does this post attract an Essential Car User Allowance? No This post is not politically restricted
JOB SUMMARY:	Responsible for building relationships and devising interventions and programmes to support children who have been referred to the Youth Justice Service (YJS) by the Police and Youth Courts. These will include Triages, Youth Cautions and Youth Conditional Cautions To deliver specific interventions within the service that prevents and reduces risk offending and re-offending by effectively using a strengths based approach in managing the risks posed by children to themselves and others; to contribute to resettlement, reintegration and the rehabilitation of children who are involved with the Youth Justice system whilst working within a whole family context. Achieve positive

	outcomes for children, in partnership with families and carers and professionals. To work in a relational manner with children and their families with the principles of 'Child First' at the centre of your work.
ROLE REQUIREMENTS:	
1.	Work directly with children as required by Crime and Disorder Act 1998, the Children's Act 2004, Criminal Justice & Immigration Act 2008 and Legal Aid Sentencing Punishment of Offenders Act 2012, Ministry of Justice Code of Practice for Cautions and Youth Conditional Cautions including Victims Code of Practice and directed by the YJS within the guidelines of the Youth Justice Board, Standards for Children in the Youth Justice System and Local and National Standards to meet the prescribed timeframes.
2.	To manage a caseload and provide direct work to children and their families and carers in accordance with Youth Justice Local and National Standards in order to prevent re-offending and reduce risk factors associated with offending behaviour or anti-social behaviour.
3.	To provide individual support and face to face contact with children. Co-ordination of tailored integrated intervention plans which develop creative prevention programmes aimed to engage children assessed at all levels of risk and with varying levels of needs.
4.	To undertake comprehensive risk assessments in partnership with other key agencies which are evidence based and that consider a range of relevant risk and well-being factors.
5.	To source, help to create and develop, facilitate, and co-facilitate group work interventions for those children subject to a YJS Out of Court disposal.
6.	To translate assessments into effective and innovative interventions appropriate to the areas of risk factors identified through the referral and assessments process.

7.	To liaise, facilitate and attend meetings with professionals within the YJS and other agencies in relation to exchanging information, completing, and reviewing assessments, intervention planning and the provision of services to support the child's wellbeing and prevent further offending.
8.	Be responsible for timely reviews of assessment and intervention that appropriately involve children family members, carers and other relevant stakeholders involved in supporting the child.
9.	Work towards safeguarding of children and share concerns in consultation with your line manager with, MASH, MACE, MARAC, or other relevant agencies to help children to achieve the best outcome in accordance with Council protocols and procedures.
10.	To maintain accurate, comprehensive case management information using specified electronic databases and comply with deadlines and statutory standards and requirements.
11.	To work flexibly to meet the needs of children and their families and carers.
12.	To constructively and actively participate in individual and group supervision and the Council's performance development process.
13.	To maintain and contribute to the ongoing development of systems for monitoring the effective use of resources, according to financial regulations, in order to achieve Council policies and organisational objectives.
14.	Participate in the office duty system.
CORPORATE RESPONSIBILITIES	
15.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
16.	Develop and maintain positive relationships with colleagues, stakeholders, and communities to ensure the council and the directorate strategic priorities are effectively implemented.
17.	Promote equality among all staff and ensure that services are

	delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
18.	Support organisational change and learning, following, and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
19.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
PEOPLE	
20.	To constructively and actively participate in individual and group supervision and the Council's performance development process.
21.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
22.	Work towards safeguarding of children and share concerns in consultation with your line manager with, MAST, MACE, MARAC, or other relevant agencies to help children/ young people to achieve the best outcome in accordance with Council protocols and procedures.
SERVICE	
23.	Support organisational change and learning, following, and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
PERFORMANCE	
24.	To manage a caseload and provide direct work to children and their families and carers in accordance with Youth Justice Local/National agreed Standards in order to promote the strengths of the child, prevent re-offending and reduce risk factors.
25.	To maintain accurate, comprehensive case management information using specified electronic databases and comply with deadlines and statutory standards and requirements.
26.	Be responsible for timely reviews of assessment and intervention that appropriately involve children, family members, carers and other relevant stakeholders involved in supporting the child.

OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

Person Specification

Person Specification for the Post of		Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	1. To have an up-to-date knowledge of childcare & Youth justice legislation, particularly the Children's Act 1989, Crime and Disorder Act 1998, Criminal Justice & Immigration Act 2008, and Powers of Criminal Courts [Sentencing] Act for Victims of Crime 2020 Criminal Justice and Police Act 2001, Criminal Justice Act 2003. 2. To have an up-to-date knowledge of current practice issues and developments in working with children, their families and carers, including having a Child First Approach 3. Knowledge and understanding of the impact of disproportionality in relation to children from the Global Majorities and their families and how	E E E	A / I / T A / I A/I

	disproportionality impacts service delivery across the criminal justice system		
Qualifications & Experience	4. Youth Justice Effective Practice Certificate (YJEPC) or qualification in youth justice, youth, social care, education or health	E	A A/I
	5. Experience of working within the Criminal Youth Justice System	E	 A/I
	6. Experience of working with disaffected and disenchanted young people.	E	 A/I
	7. Experience of working with children from the Global Majorities in an urban setting.	E	 A/I
	8. Experience of setting up and maintaining monitoring systems.	E	 A/I
	9. Experience of working corporately in a multi-disciplinary setting.	E	 A/I
	10. Experience of working on own initiative under pressure within policy and procedure guidelines.	E	
Living the TOWER Values sets out the essential behaviours required of all staff.		They are aligned to the organisation's five TOWER Values	
We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets	Building relationships: Takes steps to get to know people within in the team and to build positive relationships with them. Seeks opportunities to build positive relationships with people from other teams and partners. Takes action to	E	A/I

	improve team culture and improves relationships across the council and with partners to achieve the best outcomes. (Levels 1 – 2)		
We are OPEN and transparent	Communicating clearly: Shares relevant information, in a way, that is easy to understand. Checks understanding, they are understood by others and explains jargon where needed. (Levels 1-2)	E	A/I
We are WILLING to challenge, innovate and be accountable	Being accountable: Takes accountability for delivering own work and contributing to that of team. Takes accountability for delivering own work, setting challenging goals for self. (Levels 1 and 2)	E	A/I
We empower each other to be EXCELLENT and go the extra mile	Having purpose and personal motivation: Understands how objectives contribute to the overall purpose of the council and is positive about the future. Understands the organisations direction of travel and actively supports that in their work and interactions. Delivers to clear objectives, expectations, and roles to motivate their team towards delivering the vision, as well as inspiring their team to achieve their best. (Level 1-2)	E	A/I
We RESPECT all communities; they are the heart of everything we do	Respecting diversity and being inclusive: Is polite, helpful, and inclusive towards people from our diverse community. Open-minded and appreciates alternative cultural perspectives, taking it into account when delivering service. (Levels 1- 2)	E	A/I
Additional Requirements	To meet exceptional business needs a willingness to work outside of contractual hours in the evenings and weekends with notice, unless there is good reason where this is not possible.	E	A/I

	To comply with the requirement to carry out a DBS check on this role.		
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