NORTH SOMERSET COUNCIL

JOB DESCRIPTION

DEPARTMENT Children's Support and Safeguarding, Children's Services	**DIVISION AND/OR SECTION** Youth Justice and Prevention Service (YJPS)
JOB TITLE Case Manager –YJPS	**GRADE** Career Grade Level 7 - 8

1. JOB PURPOSE

Under the overall management of the Head of Youth Justice and general supervision of Court and Supervision Team Manager, to undertake assessment of risk and need in relation to children who have offended. The post holder will work with children (10-17), their families, carers, victims and other agencies, managing intervention programmes in order to prevent offending/re-offending and improve life prospects.

2. DIMENSIONS

General population (aged 0-19), approx 48,000

YJPS Caseload in excess of 180 programmes a year plus assessments and reports. Additionally, there is the workload of the Avon and Somerset Young Victims' Service.

3. PRINCIPAL ACCOUNTABILITIES

This is a career graded post. Social Workers / Case Managers will be expected to undertake all the principal accountabilities as part of their development. However, Social Workers / Case Managers operating below the bar will be allocated less complex low/medium risk cases and appropriate supervision and assistance will be given dependant on the complexity of the case undertaken.

a) Within the relevant criminal justice legislation, to work as part of multi-disciplinary Youth Justice Service, to provide a range of integrated services for children within the community and the Secure Estate, their families, carers, the Court's and victims of crime while contributing to the prevention of offending, in accordance with the Youth Justice Plans targets.

b) To be responsible for a caseload of children with varying complexity. Making assessments of need for children who have offended to reflect their individual circumstances. This includes assessment of harm to the individual, wider community and harm to others, developing and implementing intervention programmes and enhancing community safety.

c) To undertake ongoing monitoring and reviewing of the needs of allocated children who have offended, amending plans in response to changing needs and ensuring appropriate service provision commensurate with need.

d) To work with children at risk of offending and their families, victims of offending by children and with parents on parenting orders or those requesting voluntary support.

e) To prepare and present written reports and assessments to the Courts and to Referral Panels according to National Standards in order to assist Magistrates, Judges, and Community Referral Panels to make decisions regarding sentencing. To prosecute breaches of Court Orders and to produce Bail Support Reports and packages.

f) To facilitate the provision of a needs-led service by working with other providers in Children & Young People's Services, and the independent and voluntary sectors and accessing resources within and inside the YJPS in order to prevent offending.

g) To establish appropriate working relationships with service users, their families, and other professionals to enable effective partnerships in the provision of services, promoting the equality, diversity and rights of children, their carers, and the local community and ensuring that all service users, particularly those with disabilities, gain equal access to relevant community services.

h) To maintain case and client records and undertake general administration and maintenance of systems related to the caseload, including computerised management information systems eg Child View according to relevant legislation and Directorate procedures and policies.

i) To participate in North Somerset Council's Staff Appraisal system, undertaking training and research as required and assisting in the promotion of specialist skills.

j) To be aware of and understand the Council's Equal Opportunities Policy and ensure at all times that the duties are carried out in accordance with the policy.

k) To ensure compliance with all health and safety legislation and associated codes of practice and Authority policies.

l) To undertake other duties as are required and as are commensurate with the grade of the post.

4. SUPERVISION AND WORK PLANNING

YJPS Social Workers / Case Managers do not have specific line management responsibility for other staff but will be expected to supervise students, volunteers and unqualified staff in the YJPS on a regular basis.

Supervision is given by the Court and Community Supervision Manager on a monthly basis. The level of supervision will depend on the complexity of the case and the level of experience of the post holder.

The Head of Youth Justice and Court and Supervision Team Manager or other nominated person are available for advice/consultation as issues arise.

5. QUALIFICATIONS & EXPERIENCE

Progression to the upper grade will be dependant on:-

Meeting the minimum requirements.
Consistently good performance.

Case Manager below bar:-

Graduate in relevant discipline (e.g. Youth Justice) or equivalent professional qualification (Social Work, Probation, Education, Criminal Justice, Health). A willingness to undertake post qualifying training is essential.

Case Manager above bar:-

Graduate in relevant discipline (e.g. Youth Justice) or equivalent professional qualification (Social Work, Probation, Education, Criminal Justice, Health). A willingness to undertake post qualifying training is essential.

As well as being able to evidence that they are:

- Managing the full range of Youth Justice work including more complex cases independently.
- Taking on additional responsibilities within the team.
- Providing guidance or support to less experienced colleagues.
- Leading on specific areas of practice or partnership work.
- Completion of a relevant Youth Justice qualification or specialist development (e.g, AIM3, SAVRY etc.)
- Working fully independently in court including Crown and Emergency court

6. JOB CONTEXT

The postholder will be based within the Children's Support and Safeguarding, North Somerset Council, working in the Youth Justice Service, which provides a needs led service, assisting to prevent crime, promoting community safety and addressing the concerns of the victims of youth crime.

Through the assessment of risk and need for children who have offended and the ongoing monitoring of cases, the post holder will assist service users to become independent, valued and contributing members of the community.

The post holder will be responsible for a workload of varying complexity receiving and responding to referrals from various sources, for example the Police, the Courts and the Education Service.

7. SCOPE FOR IMPACT

The work of the YJPS has a direct impact on the prevention of youth crime and promotion of community safety, working with young people, carers and victims and ensuring the contribution of partner agencies. The postholder should have the ability to contribute to these objectives through the application of professional skills.

Problems encountered will include difficult and challenging service users, sometimes scarce resources and tight timescales.

8. CONTACTS

The post demands a capacity to work collaboratively with YJPS staff from a range of agencies, and to liaise and establish/maintain effective working relationships with a range of agencies such as Court Staff, Police, Probation, CPS, solicitors, the Secure Estate, Youth Justice Board, Education, Schools and Community Health.

The post holder will need skills in balancing the demands of children, carers, victims and the agendum of various agencies.

9. GENERAL

This job specification only contains the principal accountabilities relating to this post and does not describe in detail all the duties required to carry them out.

10. Special Notes or Conditions (if applicable)

May be required to work at any location determined by the People and Communities Directorate.

The post holder will regularly work outside normal office hours within a 37 hour working week.

The post holder will occasionally attend Bristol Magistrates Court on a Saturday, on a rota basis.

The post holder will be required to travel around the county to see children and may occasionally.

The post holder will be required to use his/her initiative in ensuring that the Council's Equality Policies are implemented in relation to the work area. This will involve developing a good working knowledge of the policies and applying them personally and through staff managed by the post holder.

NORTH SOMERSET COUNCIL
PERSON SPECIFICATION

DIRECTORATE: Children's Support & Safeguarding	**SECTION**: Youth Offending Service	
POST TITLE: Social Worker	**POST NO:**	**GRADE:** JG7/JM1

ASSESSMENT CRITERIA	**ESSENTIAL**	**DESIRABLE**
QUALIFICATIONS	Certificate of Qualification in Social Work	A commitment to and a responsibility for personal development and an ability to take advantage of training opportunities
WORK RELATED EXPERIENCE & ASSOCIATED VOCATIONAL TRAINING	Ability to demonstrate knowledge and experience of at least two social work skill areas. Ability to: a) Adapt to unexpected problems and situations. b) Analyse individual and social situations and to describe the interaction of the factors involved. c) Make decisions to complex situations sometimes on the basis of uncertain information. d) Communicate effectively on the telephone and write cogent and lucid reports. e) Plan programmes of work with service users and evaluate such programmes thereafter. To bring to the team any other skill or quality specified in the advertisement.	Experience of voluntary or paid work involving counselling helping or advising people.

OTHER RELEVANT EXPERIENCE		
SPECIALIST KNOWLEDGE		Ability to demonstrate experience and skills which they have accumulated through previous work. Ability to contribute to the development of policy and practise.
ASSESSMENT CRITERIA	**ESSENTIAL**	**DESIRABLE**
PERSONAL SKILLS	a) demonstrate an ability to form and maintain good relationships both with clients and members of other agencies. b) have an understanding of emotions and emotional needs. c) offer warmth, care, firmness and control, when required. d) be flexible accepting disposition e) able to work under conditions of pressure and emotional stress f) to be adaptable and able to respond to requests or requirements at short notice g) have the ability to work as a member of a team h) accept the statutory responsibilities of the agency and use them positively to assist or protect the Service Users i) must be able to demonstrate an awareness of procedural and accountability issues within the department j) demonstrate initiative and be self reliant	

JOB RELATED SKILLS	To have achieved or demonstrated a willingness & ability to achieve a thorough working knowledge of the Equal Opportunity policy & its related systems & procedures & to identify issues carrying Equal Opportunity implications & to develop staff where applicable.	The use of procedures & systems e.g. consultation, personnel, grievance/racial harassment, ethnic monitoring, relevant to the Council's Equal Opportunity Policy where applicable. Experience in working in a multi-racial environment or of working with black people or people from other minority ethnic groups.

ASSESSMENT CRITERIA	**ESSENTIAL**	**DESIRABLE**
SPECIAL WORKING CONDITIONS	Must be willing to travel widely within North Somerset and outside on occasions also you must be able to work outside normal working hours both on a planned basis and at short notice	
OTHER	The ability to cope with the duties & responsibilities & with the associated working environment. External candidates to be subject to a satisfactory report from the Occupational Health Physician **<u>Contra-indications:</u> Convictions of Schedule 1 offence or offences which render the applicant unsuitable for work with vulnerable service users.	

Date: Approved: