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Job Profile comprising Job Description and Person Specification

Job Description

Job Title: YOT Case Manager (Parenting)	Grade: Social Work progression grade PO2-PO3
Section: Youth Offending Team	Directorate: Children’s Services
Responsible to following manager: YOT Operations Manager	Responsible for following staff:
Post Number/s: CO921	Last review date: Sept 2020

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

Wandsworth Youth Offending Team is a multi-disciplinary team which works with children and young people aged 10 -18 years old who have offended and are made subject to a range of community and custodial disposals and their parents/carers. The purpose of this job is to:

- Provide support to parents and carers on a voluntary and statutory basis, completing a range of preventative and targeted intervention.



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- Undertake assessments of parenting to identify, deliver, review and evaluate statutory and non-statutory interventions, including one to one and group work delivery.
- Provide effective signposting to other services providing parenting or family support and ensure effective exit arrangements are identified and delivered.
- To contribute to effective delivery of youth justice services through your own work and support of work done by others (e.g. Health, Police, Social Care, Education etc.).
- To support the effective safeguarding of children via effective identification, assessment and referral of presenting concerns, particularly where they relate to child, adult or public protection.

Specific Duties and Responsibilities

1. To work within the YOT and undertake statutory and non-statutory duties including case-holding, safeguarding and risk management.
2. Undertake parenting assessments to consider type and level of support required for the purpose of pre-sentence reports, parental contracts or parenting orders (as required under the Crime and Disorder Act 1998).
3. Ensure all work is compliant with statutory guidance (e.g. National Standards for Youth Justice) delivering within timescales and meeting other national and local performance requirements.
4. Communicate effectively with children, young people and their families, ensuring that their views and wishes are acknowledged and recorded accurately. Establish rapport and build respectful, honest and trusted working relationships.
5. Undertake interviews and observations to gather information from parents and carers and a range of professionals; to analyse, summarise and evaluate this information to contribute to a holistic assessment of a child or young person's needs and their parent/carers capabilities.
6. Contribute to holistic assessment and review of risk of re-offending, harm and vulnerability undertaken by YOT Case Managers through effective information sharing. Participate in joint working to ensure effective delivery of resulting plans.
7. Ensure the 'voice of the child' is heard and consideration to victim safety issues within your day to day work.



8. To support and empower parents and carers to make appropriate decisions regarding their parenting; encourage parents to engage positively and constructively with services available to them and their child to achieve positive outcomes.
9. Understand the context of child development, parenting capacity and family and environmental factors, to assess the risks/needs presented by parents or carers and identify how they may be reduced (balancing risk and protective factors).
10. Devise written and appropriately agreed plans for intervention for parents and carers engaging on voluntary and statutory bases. Oversee the delivery of those plans and deliver intervention programmes (including workshops, one to one and group work) using a range of evidence-based approaches.
11. Act as Office Duty Officer and attend Court as required. Where necessary to be able to provide written and verbal reports and other forums which are concise, informative and analytical based on evidence and defensible decision making.
12. When required, attend Child Protection, Child in Need and Looked After Children meetings, as well as multi-agency risk management and planning meetings to provide information and contribute to decision making.
13. Run groups, provide one to one support and family mediation that will enhance the parenting skills of adults experiencing difficulties with their children.
14. Liaise with other professionals, contribute to the wider departmental offer to promote integrated and effective parenting work, attending professional network meetings as necessary.
15. Work in a multi-agency team and take part in meetings and events to promote, support and celebrate the work of the service.
16. Network and liaise with schools, specialist services and other agencies, sharing information as appropriate.
17. Remain up to date on evidence-based practice in relation to effective parenting work.
18. Develop a good knowledge and understanding of local resources and services and support parents and carers in accessing them.



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19. Work flexibly to meet the needs of the client group, including working where necessary evenings and weekends and undertaking home visits as required.
20. Maintain an up-to-date knowledge and awareness of relevant legislation, guidance and departmental policies and procedures and work within these e.g. Family Safeguarding Model, relationship-based practice framework for youth justice, SEND Code of Practice, Children Act 1989 & 2004.
21. Keep casework and file records accurate and up to date
22. Work with appropriate information technology in order to maintain effective administrative systems and efficient monitoring of work.
23. Attend meetings, including supervision sessions, as required.
24. Make the service manager aware without delay of any complaints received from service users or from other agencies.
25. Comply with health and safety legislation, to ensure safe working practices of all staff, children, young people, general public and contractors in the working environment, in accordance with the Council and departmental safety arrangements, policies and codes.
26. Maintain appropriate boundaries and confidentiality with children, young people, staff and volunteers.
27. Understand the duties and responsibilities arising from the Children Act 1989, 2004 and Working Together in relation to child protection and safeguarding children.
28. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your work role.
29. To ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection
30. Generally, promote the services of the department by assisting the public in person or by telephone in a helpful and courteous manner.
31. Participate in the staff development and appraisal scheme, undertaking recommended training and professional development.



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Progression Criteria

PO2 Progression to PO2 is on completion of 2 years Early Professional Development Programme. Case Managers at PO2 will also demonstrate greater confidence and ability in the following tasks:

1. Undertaking the full range of case management tasks with children and young people in need and their families and carers including assessment, planning, implementation and review (APIR).
2. Acting as the Lead Professional in statutory cases that require a qualified social worker.
3. Acting as the school support link worker as appropriate.
4. Acting as Court Officer / ISSP or Reparation Officer as appropriate.

PO3 Progression to Senior Case Manager PO3 is subject to achievement of the PQ Specialist Award or equivalent. Senior Case Managers will also undertake these additional duties:

5. Demonstrate a thorough understanding of evidence-based practice and integrate models of best practice into day to day service delivery.
6. Co-ordinate and participate in formal meetings, panels, conferences and in Court and present information where relevant.
7. Contribute to the learning culture by enabling learners and supporting and supervising social work students and other staff undertaking courses as required.
8. Demonstrate professional expertise in at least one key area relevant to the role.
9. Demonstrate an excellent knowledge base of local and preventative targeted family and youth support services, including those provided by the voluntary and community sector.
10. Model competent and coherent written and verbal communication skills e.g. reports, letters and presentations.



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Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

This vacancy is exempt from the Rehabilitation of Offenders Act

A Disclosure and Barring Services/ISA checks will be undertaken

Team structure

For the current structure please go to The Loop.



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Person Specification

Job Title: YOT Parent Worker	Grade: SW Progression Grade PO1 – PO3
Section: Youth Offending Team	Directorate: Children’s Services
Responsible to: YOT Operations Manager	Responsible for:
Post Number/s: CO921	Last Review Date: Pre-2010

Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Knowledge and understanding of child development, parenting capacity, environmental factors and risk/protective factors.	A/I
Working knowledge of a range of intervention approaches e.g. trauma informed practice, systems theory - based on knowledge of theory and research as well as relevant practice.	A/I
Knowledge and understanding of legislation, statutory frameworks and guidance relevant to services working with parents and carers, including (but not limited to) safeguarding, information sharing and confidentiality.	A/I
Knowledge of roles and responsibilities of partner agencies and how they might link.	A/I

Knowledge and awareness of issues influencing or impacting on diverse communities, including how these may become barriers to effective engagement	A/I
Understanding of the importance of quality assurance and performance monitoring/management processes.	A/I
Knowledge and awareness of youth justice process, practice and policy.	A/I
Knowledge of social work and youth justice management processes.	A/I
Knowledge of business planning, team objectives and operational/strategic priorities.	A/I
Experience	
Experience of formulating and implementing effective interventions with families who may be challenging and/or vulnerable- assessment, planning, intervention, review and closure of cases- including one to one and group work.	A/I
Experience of undertaking holistic assessment including analysis of risk and protective factors.	A/I
Experience of collaborative multi-disciplinary and partnership working.	A/I
Experience of using a range of IT and ICT systems and packages, including service databases (e.g. CorePlus, Mosaic) and electronic applications (Microsoft Word, Excel, Outlook and Calendar)	A/I
Experience of working within a youth justice setting and to performance indicators.	A/I
Experience of managing challenging situations and or taking difficult decisions.	A/I
Skills	
Capacity to establish and maintain effective communication, working relationships and professional links at a variety of levels.	A/I
Ability to manage cases effectively - obtain, assess, evaluate, analyse, record and act upon complex information, including provision of verbal and written reports to a variety of forums (including the Courts).	A/I
Computer literacy and skills necessary to work with information management systems and produce good quality data in a variety of formats; ability to use word processing and electronic diary systems.	A/I/T
Ability to prioritise tasks, manage own workload and be accountable for casework in relation to children, young people and their families through effective workload planning and decision making.	A/I/T
Ability to work independently and to own initiative in line with Policy, Procedures and Local Guidance, within the parameters of the job role.	A/I
Achievement of personal and professional performance objectives to contribute to development of own work and that of a team.	A/I
Ability to design, develop and deliver a range of interventions including one to one and group work.	A/I
Ability to quality assure own work and that of others, including reflection on practice and constructive feedback.	A/I
Knowledge of local services available to parents/carers to inform signposting and exit planning.	A/I



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Qualifications	
Educated to Degree or Professional Post Graduate Diploma in Social Work or equivalent professional practice area.	A/I/C
Demonstrate commitment to ongoing professional development	A/I

A – Application form / CV

I – Interview

T – Test

C - Certificate