

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> YOT Court Case Manager	<b>Grade:</b> PO2 – PO3 (Depending on experience & qualification)
<b>Section:</b> Youth Offending Team	<b>Directorate:</b> Children's Department
<b>Responsible to following manager:</b> Service Manager	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b> LY615	<b>Last review date:</b> 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

The Pre-court Case Manager will be one of the lead officers representing the Youth Offending Team at Wimbledon Youth Court and other courts Wandsworth young people may be appearing.

Working closely with the Bail and Remand Co-ordinator, they will be confident in liaising with key agencies such as CPS, the Bench, Legal Advisers, Children's Social Care, the Youth Justice Board etc. They will be able to provide appropriate support and assistance to young people and their families attending court.

Having attention to detail, the post holder be able to check the accuracy of information received, be able anticipate the objections or refusal of bail, be able to assess risk and how these can be sufficiently reduced by appropriate bail conditions.

To provide a statutory case management service to Wandsworth's vulnerable children and young people, reducing risk of significant harm and a risk of offending and reoffending and promoting better outcomes for those whose life chances are compromised by their circumstances.

Case managers in Wandsworth work directly with children, young people and their families and carers who are involved with the criminal justice system.

The main purpose of the job is to promote better outcomes for children and young people through the provision of a service that recognises the link between theory and practice recognises and promotes the diversity of the children and families with whom

### **Specific Duties and Responsibilities**

1. Undertake a range of case management tasks with professional support with children and young people in need and their families and carers including assessment, planning, implementation and review (APIR).
2. Along with the Bail & Remand Co-ordinator to take a primary role in representing Wandsworth YOT at Wimbledon Youth Court each week. To attend other courts as required.
3. To prepare the court list for Wimbledon Youth Court, reviewing all files for completeness and accuracy; planning for any contingencies or difficulties that can reasonably be anticipated.
4. Establish and develop collaborative working with relevant agencies and professionals by being responsible for obtaining, collating and submitting reports required by courts and for ensuring that court results are fully recorded and channelled efficiently to all relevant staff/agencies.
5. To be a primary point of contact for court duty officers from any other Youth Offending or Probation Team in whose court a Wandsworth young person is appearing. To provide information and advice to that Court Duty Officer, liaise with other parties as necessary (family, defence lawyer, CPS, Bench, Legal Adviser, Children's Social Care, YJB etc)
6. To provide direct assistance to young people appearing in court and their families/carers etc.

7. In circumstances where there are objections to bail or a denial of bail can be anticipated, to undertake an assessment of risk of how or whether those risks can be sufficiently reduced by providing the court with your conclusions and a viable bail package, including bail supervision and support.
8. To work closely with the Court Officer and Operational Managers and cover the Court Officer duties if and when required to ensure the smooth running of youth court practice in Wandsworth.
9. Develop a good understanding of evidence-based practice and integrate models of best practice into day to day service delivery and in so doing to liaise with parents/carers/families and professional networks of young people in order to make a full assessment of a young person's circumstances and to negotiate as required towards a suitable placement address for the young person.
10. To develop and deliver effective programmes of intervention to manage risk, whilst considering the holistic needs of young people. Ensuring programme content is anti-discriminatory and reflects the cultural and gender needs and abilities of the young person.
11. To demonstrate consistently high standard of practice which maintains the confidence of Judges and Magistrates in the work of Wandsworth Youth Offending Team to the benefit of young people and the community.
12. To complete good quality pre-sentence, addendum, progress, bail reports and Post Court Reports within National Standards or local policy using Asset Plus.
13. To case hold supervising young people subject to court orders or on licence as and when required. Co-ordinate the Team Around the Child to ensure a multi-disciplinary approach to APIR and safeguarding.
14. Participate positively in professional supervision and annual appraisal review, taking personal responsibility for the quality of practice.
15. Take part in case/practice audits and quality assurance programmes as required.
16. To contribute to statistical monitoring systems in place for the team and the service; ensure they are kept up-to-date.
17. To carry out responsibilities in line with the Youth Justice Board National Standards and Wandsworth procedures.
18. To observe a smart dress code and appropriate etiquette for court attendance.

19. Take part in formal meetings, panels, conferences and in Court and present information where relevant.
20. Build professional credibility by achieving practice standards and meeting performance targets consistently.
21. Actively contribute to team working, supporting colleagues, covering for colleagues in their absence and taking part in team meetings and development events.
22. Contribute to the development and delivery of the Team Improvement Plan.
23. Understand the key policies of the Council in relation to social care and criminal justice with children, young people, families and carers and integrate into practice.
24. Develop professional expertise in at least one key area relevant to the role.
25. Develop an excellent knowledge base of local preventative and targeted youth support services, including those provided by the voluntary and community sector.
26. Demonstrate competent and coherent written and verbal communication skills e.g. reports, letters and presentations.
27. Demonstrate competence and confidence in the use of electronic case recording /reporting tools and workflow in accordance with Council requirements, ensuring child records are accurate and up to date.
28. Involve children, young people and parents/carers in the process of APIR, in decision making and shaping service delivery.
29. Understand, value, promote and integrate diversity and equality into practice in line with Council policy.
30. Consider and put forward ideas for improving the efficiency and the effectiveness of Council services to children and families;
31. Contribute to the review of Council policies and procedures, particularly guidance and protocols for social workers and case managers.
32. Enhance and promote the reputation of the Council as a provider of high-quality services to children, young people and families.

## **Progression Criteria**

**PO1** This role is not suitable for professional without significant post qualifying experience and qualification.

**PO2** This grade is suitable for professionals who have completed the 2 years Early Professional Development Programme or equivalent. Case Managers at PO2 will also demonstrate competence, confidence and ability in the following tasks:

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).

Acting as the Lead Professional in statutory cases that require a qualified social worker or probation officer.

Acting as the school support link worker as appropriate.

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:

Demonstrate a thorough understanding of evidence-based practice and integrate models of best practice into day to day service delivery. Co-ordinate and participate in formal meetings, panels, conferences and in Court and present information where relevant.

Contribute to the learning culture by enabling learners and supporting and supervising social work students and other staff undertaking courses as required.

Demonstrate professional expertise in at least one key area relevant to the role.

Demonstrate an excellent knowledge base of local and preventative targeted family and youth support services, including those provided by the voluntary and community sector.

Model competent and coherent written and verbal communication skills e.g. reports, letters and presentations.

### **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 job description is not intended to be all-inclusive. An employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.

## Official



## Person Specification

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### 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)
<b>Knowledge</b>		
1. Detailed knowledge of and commitment to the principles of the Crime & Disorder Act 1998, the Criminal Justice & Immigration Act 2008 and the Legal Aid, Sentencing and Punishment of Offenders Act 2012; working knowledge of other legislation relevant to young people		A/I
2. A good working knowledge of criminal legislation as it applies to young people.		A/I



3. A good knowledge of working with and supporting children and young people aged 10–18 who offend or present challenging behaviour.	A/I
<b>Experience</b>	
1. Experience of work within the criminal justice system including the use of risk assessment frameworks and a sound working knowledge of relevant legislation and court procedure.	A/I
2. Significant experience of giving written and verbal presentations in a court setting.	A/I
3. Experience of work with young people who offend and their families/carers.	A/I
4. Experience of working with and meeting the needs of diversity within the community.	A/I
5. Experience of report writing and use of assessment tools such as Asset Plus.	A/I
6. Experience of undertaking assessments of safeguarding, exploitation, vulnerability and risk.	A/I
<b>Skills</b>	
1. Ability to produce good quality court reports.	A/I
2. Ability to design and deliver effective intervention packages which engage young people and their families to prevent re-offending and risk to the public.	A/I
3. Ability to co-ordinate the assessment, admission and review of remands to local authority accommodation or other Youth Detention Accommodation.	A/I
4. Ability to work under pressure, meet short deadlines and prioritise work accordingly.	A/I
5. Ability to ensure the YOT electronic database is kept up to date and contributes to statistical data for the team.	I
6. Experience of chairing formal meetings.	A/I
7. Good written and verbal communication skills. Ability to communicate confidently and effectively across a wide range of settings and hierarchies.	A/I
8. An attention to detail in both listening and recording.	A/I
<b>Qualifications</b>	
11. A professional qualification in Social Work or Probation.	A/C

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**