

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Youth Offending Team Case Manager	<b>Grade:</b> SO2 – PO3 (Depending on experience)
<b>Section:</b> Children’s Services	<b>Directorate:</b> Children’s Department
<b>Responsible to following manager:</b> YOT Operational Manager	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b> LY608/ CO920	<b>Last review date:</b> 2017

#### 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

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

we work and keeps outcomes for children and young people at the centre of the work we do.

### **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. Take responsibility for managing priorities and meeting deadlines and timescales within the working hours.
3. Co-ordinate the Team Around the Child to ensure a multi-disciplinary approach to APIR and safeguarding.
4. Establish and develop collaborative working with relevant agencies and professionals.
5. Develop a good understanding of evidence-based practice and integrate models of best practice into day to day service delivery;
6. Participate positively in professional supervision and annual appraisal review, taking personal responsibility for the quality of practice.
7. Take part in case/practice audits and quality assurance programmes as required.
8. Take part in formal meetings, panels, conferences and in Court and present information where relevant.
9. Build professional credibility by achieving practice standards and meeting performance targets consistently.
10. Actively contribute to team working, supporting colleagues, covering for colleagues in their absence and taking part in team meetings and development events.
11. Contribute to the development and delivery of the Team Improvement Plan.

12. 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.
13. Develop professional expertise in at least one key area relevant to the role.
14. Develop an excellent knowledge base of local preventative and targeted youth support services, including those provided by the voluntary and community sector.
15. Demonstrate competent and coherent written and verbal communication skills e.g.: reports, letters presentations.
16. 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.
17. Involve children, young people and parents/carers in the process of APIR, in decision making and shaping service delivery.
18. Understand, value, promote and integrate diversity and equality into practice in line with Council policy.
19. Consider and put forward ideas for improving the efficiency and the effectiveness of Council services to children and families.
20. Contribute to the review of Council policies and procedures, particularly guidance and protocols for social workers and case managers.
21. Enhance and promote the reputation of the Council as a provider of high-quality services to children, young people and families.

### **Progression Criteria**

#### **PO1**

22. Progression to PO1 is on completion of the Newly Qualified Social Worker scheme and the assessed and supported year in employment (ASYE)

#### **PO2**

23. 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;



- 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.
- Acting as the school support link worker as appropriate.
- Acting as Court Officer / ISSP or Reparation Officer as appropriate.

### **PO3**

24. 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.

**Team structure**

For the current structure please go to The Loop.



## 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. 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; knowledge of other legislation relevant to young people	A/I
2. An understanding of the Youth Justice System	A/I

3. Knowledge of accredited Parenting Programmes and interventions for young people	A/I
<b>Experience</b>	
4. Recent experience of working directly with young people and their families.	A/I
5. Assessing the risk of harm posed by and risk to the safety and wellbeing of young people.	A/I
6. Report writing and verbal presentation.	A/I/T
7. Provide examples of practice that promote equality and diversity and seek to address issues of overrepresentation within the criminal justice system.	I/A
<b>Skills</b>	
8. Ability to effectively relate to young people presenting challenging behaviour, and their parents.	A/T
9. Ability to devise and implement appropriate individual and group-work programmes involving young people.	I/A
10. Good organisational skills.	A/I/T
<b>Qualifications</b>	
11. A professional qualification in Social Work or Probation.	A/C

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**