

Job Description

JOB TITLE:	Youth Justice Service Case Manager
GRADE:	J
POST NUMBER:	
DIRECTORATE:	Supporting Families
SERVICE:	Youth Justice and Young People's Service
RESPONSIBLE TO :	Youth Justice Team Manager
RESPONSIBLE FOR:	<p>There are no direct reports.</p> <p>The Case Manager is responsible for the management of children subject to statutory interventions in the Youth Justice Service</p>
	<p>This post requires a DBS check [state level required]</p> <ul style="list-style-type: none"> • Enhanced check • Enhanced with Barred list check (Both Adult and Child Workforce) <p>This post is not politically restricted</p>
JOB SUMMARY:	<p>To prevent offending and reoffending by children/young people by providing an effective youth justice service to children/young people and their carers. The Youth Justice Service (YJS) has overall responsibility for policy formulation, co-ordination and service delivery to those children/young people in Tower Hamlets and City of London who come into contact with the Criminal Justice System. Additionally, the Service has responsibility for overseeing the operation of and attendant matters in the Tower Hamlets/City of London Youth Court.</p> <p>To formally assess all children and young people referred to the YJS to identify the risks and needs associated with potential offending and anti-social behaviour, using a local or nationally recognisable and appropriate assessment tool (ASSETPLUS). Achieve positive outcomes for children/young people, in partnership with families and professionals.</p>
ROLE REQUIREMENTS:	

1.	To prevent offending and re-offending by children and young people by providing effective services as required by the Crime and Disorder Act 1998 (C&D Act 1998), Criminal Justice & Immigration Act 2008 [CJ&I Act 2008] and other relevant legislation.
2.	To work in partnership with colleagues from other agencies and disciplines seconded into the Youth Justice Service in order to plan and deliver services aimed at reducing and preventing youth crime.
3.	To carry out assessments, prepare reports and manage all appropriate orders made under LASPO Act 2012, C&D Act 1998/CJ&I Act 2008 and Powers of Criminal Courts Sentencing Act 2000, Criminal Justice and Police Act 2001, Criminal Justice Act 2003.
4.	To provide practical focused programmes and interventions for children/young people and their families demonstrating effective practice to agreed standards and performance indicators.
5.	To understand the role and function of, and also to service the Youth, Magistrates and Crown Court.
6.	A requirement to undertake a lead role within the team e.g Custody and resettlement.
7.	To liaise with and advise field and residential social workers, relevant departmental staff and other professionals and voluntary agencies on issues relating to youth crime.
8.	Supervision of Tower Hamlets and City of London children/young people subject to bail conditions, Remand into Local Authority Accommodation [Open and Secure], Remand into Custody, community sentences, through care/post custody licence and other statutory services. Programmes may include work in social skills, offending behaviour, victim awareness, reparation and assisting clients with employment/ training, accommodation, health and substance use issues.
9.	To carry out assessments for bail and remand decisions and also provide appropriate reports for the Court(s).
10.	To partake in both office and Court duty on a regular basis, including attendance at Crown Court hearings as required.
11.	To contribute to all monitoring/evaluation systems ensuring effective practice and to meet performance indicators and targets, as defined by Local/National Standards and Youth Justice Board indicators.
12.	To initiate, chair and participate in reviews, cases conferences and other meetings, and provide reports and minutes of these meetings as required.
13.	To maintain appropriate and timely written records e.g. case files,

	regarding clients and other related issues.
14.	To develop and maintain all administration, referral and procedural systems established for the team and specialist schemes or programmes.
15.	To keep abreast of current legislation and contemporary debate regarding work with children/young people who offend and their families.
16.	To liaise with colleagues in Children's Social Care and other professionals/teams in accordance with agreed protocols and other guidance.
17.	To source, research, develop, plan, lead, facilitate and co-facilitate group work and one to one interventions for children/young people. This includes the preparation, delivery, risk assessment and evaluation of any group work programmes being delivered.
18.	To act as a Practice Teacher, student supervisor or supervise sessional staff or volunteers as required. Additionally, to participate in the recruitment, training and support of sessional and volunteer staff.
19.	To undertake and attend internal and external training as required.
20.	To keep up to date with local, regional and national resources and to be aware of Council and departmental procedures.
CORPORATE RESPONSIBILITIES	
21.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
22.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
23.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
24.	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.
25.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
PEOPLE	

26.	To work in partnership with colleagues from other agencies and disciplines seconded into the Youth Justice Service in order to plan and deliver services aimed at reducing and preventing youth crime
27.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
28.	To liaise with and advise field and residential social workers, relevant departmental staff and other professionals and voluntary agencies on issues relating to youth crime.
29.	To liaise with colleagues in Children's Social Care and other professionals/teams in accordance with agreed protocols and other guidance.
SERVICE	
30.	To contribute to all monitoring/evaluation systems ensuring effective practice and to meet performance indicators and targets, as defined by Local/National Standards and Youth Justice Board indicators.
31.	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.
32.	To maintain appropriate and timely written records e.g. case files, regarding clients and other related issues.
33.	To develop and maintain all administration, referral and procedural systems established for the team and specialist schemes or programmes.
34.	To undertake and attend internal and external training as required
PERFORMANCE	
35.	To carry out assessments, prepare reports and manage all appropriate orders made under LASPO Act 2012, C&D Act 1998/CJ&I Act 2008 and Powers of Criminal Courts Sentencing Act 2000, Criminal Justice and Police Act 2001, Criminal Justice Act 2003.
36.	To provide practical focused programmes and interventions for children/young people and their families demonstrating effective practice to agreed standards and performance indicators.
37.	To contribute to all monitoring/evaluation systems ensuring effective practice and to meet performance indicators and targets, as defined by Local/National Standards and Youth Justice Board indicators.
38.	To maintain appropriate and timely written records e.g. case files,

	regarding clients and other related issues.
39.	Supervision of Tower Hamlets and City of London children/young people subject to bail conditions, Remand into Local Authority Accommodation [Open and Secure], Remand into Custody, community sentences, through care/post custody licence and other statutory services. Programmes may include work in social skills, offending behaviour, victim awareness, reparation and assisting clients with employment/ training, accommodation, health and substance use issues.
40.	A requirement to undertake a lead role within the team e.g Custody and resettlement.

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 Crime and Disorder Act 1998, Criminal Justice & Immigration Act 2008, and Powers of Criminal Courts [Sentencing] Act 2000, Criminal Justice and Police Act 2001,	E	A,I

	<p>Criminal Justice Act 2003</p> <p>2. To have an up-to-date knowledge of current practice issues and developments in working with young offenders and their carers.</p> <p>3. Knowledge and understanding of the impact of disproportionality in relation to GLOBAL MAJORITY children young people/families/service delivery across the criminal justice system.</p>	<p>E</p> <p>E</p>	<p>A, T, I</p> <p>A, I</p>
Qualifications & Experience	<p>4. CQSW, DipSW or other Social Work England recognised social work qualification, or appropriate qualification in Probation, Youth Justice, Youth Work or Education</p> <p>5. Experience of working with children and young people within a social care or criminal justice setting, and all aspects of safeguarding, risk and child protection.</p> <p>6. Experience of working with disaffected and disenfranchised young people.</p> <p>7. Experiences of working with black and minority ethnic young people in an inner city setting</p> <p>8. Experience of producing and presenting reports for the Courts.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A, I</p> <p>A, T, I</p> <p>A, T, I</p> <p>A, I</p> <p>A, T, I</p> <p>A, I</p>

	<p>9. Experience of working corporately in a multi-disciplinary setting, including work with both the statutory and voluntary agencies.</p> <p>10. Experience of contributing and leading on projects</p> <p>11. Experience of working on own initiative under pressure within policy and procedure guidelines</p>	E D	A, I A, I
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	12. 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. (Levels 1 – 2)	E	A, T, I
We are OPEN and transparent	13. 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, T, I
We are WILLING to challenge,	14. Being accountable: Takes accountability for delivering own work	E	A, T, I

innovate and be accountable	and contributing to that of team. Takes accountability for delivering own work, setting challenging goals for self (Levels 1 -2).		
We empower each other to be EXCELLENT and go the extra mile	15. 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. (Levels 1 -2).	E	A, T, I
We RESPECT all communities, they are the heart of everything we do	16. 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. To comply with the requirement to carry out a DBS check on this role.	E E	A A