

Lancashire County Council

Combined Role Profile

Grade Profile - Grade 6 – Support Roles

Applies to **all** posts at Grade 6

Purpose
To provide support in a relevant professional area or oversee and co-ordinate the provision of a support function or undertake a specialised skilled activity. This may include day-to-day supervision and direction of a small group or team.
Scope of Work
Role holders will use practical and procedural knowledge and analytical and judgemental skills to interpret information or situations and solve varied problems some of which may be difficult. Role holders may be expected to make decisions as to when and how duties are carried out and respond independently to unanticipated problems or situations.
Accountabilities/Responsibilities
<p>The following are a range of duties that are appropriate to this grade. The Operational Context Form will specify duties appropriate for the role.</p> <ul style="list-style-type: none">▪ The allocation of work to a small group or team; or▪ Accounting for expenditure from agreed budgets; or▪ Overseeing the administration of support systems and processes; or▪ Undertaking specialised service support activities; or▪ Providing service and situation specific advice and guidance; or▪ Using specialised equipment.
Skills, knowledge and experience
<ul style="list-style-type: none">▪ Extended experience or the ability to demonstrate the competence to undertake the role.▪ Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, or equivalent where applicable.▪ Working knowledge of the practices, processes and procedures relevant to the role.▪ Developed skills appropriate to the job discipline. <p>In addition to the skills, knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.</p>
Performance Indicators
<ul style="list-style-type: none">▪ Completion of work to required standards, deadlines and timescales.

Lancashire County Council

Operational Context Form

Post title: Child and Youth Justice Worker

Directorate: Front door, Assessment and Adolescent Services

Location:

Countywide

Establishment or team:

Lancashire Child and Youth Justice Service (CYJS)

Post number:

TBC

Grade:

Grade 6

Staff

responsibility:

No

Essential Car user:

Yes

Scope of Work – appropriate for this post:

To work as a member of a multi-agency team with children and young people delivering the statutory aim of:

Reducing first time entrants

Reducing reoffending

Reducing custody rate

To deliver services in line with the service principles of child first, trauma informed and restorative approaches.

To support the effective supervision and management of children and young people in secure estate and the community, including those who are at risk of harm to others and/or to themselves.

To contribute to the assessment, intervention planning, implementation, review, evaluation and enforcement of sentences on children and young people (custody and community). Providing advice to Courts as appropriate, including contributing to assessments of safety and wellbeing and risk of harm, in order to protect the public, target resources and identify effective interventions.

To follow the Lancashire Safeguarding Children's Board policies and procedures.

To work with families, parents and carers of those subject to CYJS intervention, contributing to the safety of the child or young person and compliance with CYJS supervision.

Accountabilities/Responsibilities – appropriate for this post:

To provide effective interventions and support to children, young people, and their parents/ carers, to prevent or reduce the risk of reoffending and improve outcomes. To contribute to the assessment of a child or young person's risk and needs that relate to their offending behaviour and safeguarding using the appropriate CYJS (AssetPlus) assessment tool.

To support the delivery of programmed work for the CYJS including: work with victims, supporting volunteers, Unpaid Work, reparation, parenting, user participation and group work.

To have responsibility for a specific operational area of work, for example volunteers, victims, parenting, group work, performance, user participation, reparation or Unpaid Work. These areas may change as practice and policy develop.

To undertake recruitment, selection, training, support and supervision of CYJS volunteers.

Develop and deliver intervention plans that address the child or young person's risk and needs and to identify solutions to facilitate engagement.

Support the review of assessments and intervention plans on children or young people to ensure that they remain relevant and timely. Any significant change in risk (harm/safety and wellbeing) to be notified to a CYJS case manager.

To work with young people assessed as high risk of harm to self or others under supervision of a CYJS case manager.

Record information and contacts as required using the relevant computer-based systems (CYJS system, LCS).

Where appropriate, contribute to reports for example, Out of Court Disposals (OoCD), Courts and Referral Orders as and when required in accordance with the Standards for Children in the Youth Justice System (Youth Justice Standards).

Act as a representative for the CYJS in Courts, to provide information to Sentencers, providing pre and post sentence support to children and young people and their families.

Support the case manager in ensuring that the OoCD or sentence of the court is managed in line with Youth Justice Standards by engaging with the child, young person, their parent/carer.

Follow youth justice enforcement procedures, including attending compliance panels, as required in order to comply with Youth Justice Standards.

Ensure effective liaison, communication and working relationships with CYJS staff, partner agencies, (Police, Health, Education, Children's Social Care, Probation Services and external agencies such as custodial establishments to ensure the best possible outcomes for children, young people and their families.

Undertake work in relation to the delivery of Referral Orders including attendance at Referral Order panels.

To work positively with children and young people to ensure they understand the links between their offending behaviour and their intervention plan using a child first, trauma informed restorative approach, in order that they understand the impact of their offending on themselves, their families, their victims and the community.

To work in accordance with child first, trauma informed, restorative principles, effective practice principles, Youth Justice Standards, local policy and case management procedures. Participate in CYJS quality assurance processes as required and take responsibility for own professional development.

To promote diversity and anti-discriminatory practice by being aware of and responsive to the differing needs of all sections of the community.

To contribute to the flexible and collaborative multi-agency arrangements and service culture, ensuring continuity of priority services during staff absence and variable workload pressures.

To prepare for and contribute to the supervision and performance development and review process and to be responsible for own learning. To attend training courses as required.

To participate in inspections/audits by relevant authorities including HMIP.

To participate in a duty system as required.

Additional Supporting Information – specific to this post:

To undertake evening and weekend work as required by business need.

To undertake other duties at the same level of responsibility as well as, or instead of, those listed here.

To work in different locations within Lancashire CYJS as required in the interests of effective service delivery.

Prepared by:	Carolyn Entwistle	Date:	August 2022
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The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Lancashire County Council

Person specification		
Post title: Child and Youth Justice Worker	Grade: Grade 6	
Directorate: Front door, Assessment and Adolescent Services (FAAS)	Post number: TBC	
Establishment or team: Lancashire Child and Youth Justice Service (CYJS)		
Requirements	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
NVQ level 3 or equivalent in relevant discipline	E	AF
Youth Justice Effective Practice Certificate or willingness to work towards.	D	AF
Experience		
Direct work with children and young people (10-18) and their families	E	AF/I
Working in partnership with others	E	AF/I
Working with children and young people who offend	D	AF/I
Working with the principles of a child first, trauma informed restorative approach	D	AF/I
Knowledge and skills		
To be able to contribute to assessments and reviews (AssetPlus, CAF)	E	AF/I/T
To communicate and engage with children, young people and their families in varied and complex circumstances.	E	AF/I
To have an understanding and awareness of the signs and indicators of child abuse, neglect, and risk to children's safety and wellbeing.	E	AF/I
To prepare and present verbal and written information within a variety of settings.	E	AF/I/T
To demonstrate knowledge of family functioning and child development.	E	AF/I
To demonstrate a commitment to equality, diversity and cohesion and a good working knowledge of the local communities.	E	AF/I
To deliver interventions to children tailored to their particular needs and risks.	E	AF/I
To use IT skills to record and communicate information.	E	AF/I
To have personal organisational skills, commitment and flexibility.	E	AF/I
To have an understanding of the principles of evidence based practice and skills in delivering individual and group work programmes.	D	AF/I
To utilise child first, trauma informed and restorative approaches with children, their families and their victims.	D	AF/I
To have knowledge of youth crime and children's legislation,	D	AF/I

theoretical concepts, legal frameworks and the ability to work within policy and procedures To support children, young people and their families at point of transition to and from other services To support the effective management and enforcement of Out of Court Disposals, Court Orders and Notices of Supervision.	D D	AF/I AF/I
Other (including special requirements) 1. Commitment to equality and diversity 2. Commitment to health and safety 3. Display the LCC values and behaviours at all times and actively promote them in others 4. 5.	E E E	I I I
Date: Aug-22		
Note: We will always consider your references before confirming a job offer in writing.		

LANCASHIRE COUNTY COUNCIL

PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Head of Service/ Headteacher/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

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Team/Establishment	Lancashire Child and Youth Justice Service
Post title	Child and Youth Justice Worker
Description of main activities the employee will be required to undertake (or attach role profile) See attached	
Form completed by: (print name) Casrolyn Entwistle	

A. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

		YES	NO
1	Work at heights (<i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Work in excessively noisy environments above statutory control limits (<i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Work in unusual environmental conditions (<i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (<i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Some contact with hazardous substances (<i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Work with lead or lead-based products (<i>e.g. some paints</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Food handling/preparation (of raw or uncooked food only).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Occupational fieldwork or work in extreme conditions (<i>e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

		YES	NO
11	Face to face contact with the public/service users (<i>e.g. at sensitive front line posts re abuse, aggression, assault</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Working in isolation/lone working.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Work with electrical wiring (<i>e.g. colour blindness</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (<i>e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (<i>e.g. risk of weils disease, other animal borne diseases, zoonoses</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Manual handling (<i>other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Working with vulnerable service users (<i>e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Work involving repetitive movements or forced posture (<i>e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	Work as a regular display screen user (<i>where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

Head of Service/Headteacher/Line Manager <i>(please print)</i>		Carolyn Entwistle	
Telephone Number:	01772 532075	Date:	August 2022

V1.4

10/05/2011