



Job description	
Job title	Youth Justice Officer
Grade	H - SCP 23-25
Directorate	Children's Services
Section/team	Youth Offending Service
Accountable to	Operational Manager
Responsible for	
Date reviewed	11 <sup>th</sup> March 2025

### Purpose of the Job

To support the work of the Youth Offending Service in particular Case Managers and Specialist Practitioners in the development and delivery of the full range of case work with young offenders, their families and victims of youth crime including the wider community. Within this context the Youth Justice Officer will work in partnership with all appropriate agencies to assess, manage and review the delivery of programmes and interventions for Knowsley children who have committed offences.

### Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of you. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Work directly with children, their families/carers and victims of crime in a range of settings including office, home and community venues, in order to ensure consistency in the delivery and engagement of individuals involved with the service.
2. To plan and undertake the direct delivery of 1 – 1, group work programmes, interventions based on desistance factors and strength based approaches with children and families/carers aimed at preventing offending and re offending.
3. To provide support to children as part of an effective exit strategy from their involvement in youth offending service disposals
4. Support young people and their families in accessing and sustaining access to a full range of universal and targeted activities/provision



5. To assist the Case Manager in the effective supervision of young people including the undertaking of home visits in accordance with Health and Safety requirement.
6. To promote the participation of children, their families and victims within the service and enable their views and feedback to be considered in the delivery and development of services.
7. To contribute to assessment, planning and intervention delivery for statutory and non-statutory interventions using Youth Justice Board Case Management Guidelines and locally agreed standards of practice.
8. To contribute to the assessment of risk and safety and well-being using relevant assessment tools and to work to alleviate risk factors in conjunction with other colleagues in the Youth Offending Service.
9. To provide support to children, families/carers, and victims in participating in restorative justice processes including community reparation.
10. To promote positive perceptions of children and the work of the Youth Offending Service by assisting with the development and delivery of meaningful community reparation projects and other relevant opportunities.
11. Where required, transport children and/or their families to appointments/venues.
12. To contribute to the protection and safeguarding of the public and children, taking account of policy and guidance on the management of dangerous or high-risk offenders, and Child Protection procedures.
13. To maintain standards of confidentiality in accordance with Local Authority policy.
14. To maintain a sound knowledge of developments in youth justice and undertake relevant training to further improve such knowledge in accordance with the training requirements identified by self and line manager.
15. To maintain accurate and up-to-date records of all work undertaken.
16. To undertake all practice within the context of YOS Policy and Practice Guidelines
17. To contribute to in-service training and induction of new staff and volunteers.
18. To promote equality and anti-discriminatory practice for both staff and service users.
19. To participate in the office duty rota systems including attendance at police stations and referral order panels.



20. To actively participate and co-operate with your line manager in the supervisory and appraisal processes within the service.
21. To attend and participate in team and service meetings/ development days.
22. To work at the times requested by the Youth Offending Service Operational Manager to meet the requirements of the service including evening/weekend working as required.
23. To carry out all activities with due regard to Health and Safety policy and procedures. To implement any Risk Assessment procedures required during all activities, and to bring to the attention of the appropriate authorities any concerns arising out of Health and Safety practices.

#### **Health and Safety**

- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

#### **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

#### **Knowsley Better Together – Staff Qualities**

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.