



<b>Job description</b>			
<b>Job title</b>	Family & Victim Engagement Officer		
<b>Grade</b>	H - SCP 23-25 allowance ( Under Review). Plus casual car user		
<b>Directorate</b>	Children's Services		
<b>Service/team</b>	Youth Justice Service		
<b>Accountable to</b>	Operational Manager		
<b>Responsible for</b>	N/A		
<b>JE Reference</b>		<b>Date Reviewed</b>	

### **Purpose of the Job**

The Family and Victim Engagement Officer will deliver assessments, comprehensive intervention programmes and services that will

- Enable families to achieve positive outcomes and reduce children and young people's involvement in offending
- Support the development and delivery of a credible and comprehensive restorative justice service for victims and young offenders based on relevant legislation and good practice guidance.

You will work to key performance indicators and targets aligned to meeting YOS priorities and delivering an excellent service.

### **Duties and Responsibilities**

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

1. To promote Family focussed and Restorative Approaches and the work of the Youth Offending Service within the community and wider partnerships.
2. To assist in the comprehensive assessment of the family/parenting, accommodation and substance misuse needs of children and young people who are involved in offending behaviour.



3. To deliver evidence based interventions on a 1-1 and group basis to meet the needs of families and their children and young people who are involved in offending behaviour.
4. To provide family/parenting and accommodation support/training and professional oversight to the Youth Offending Team and related staff.
5. To provide a key worker role in relation to young people and families who are susceptible to accommodation instability/ family breakdown. To ensure young people and their families receive the practical support and assistance to address these issues.
6. Assist with the identification and implementation of measures necessary to assure the safety of victims, young offenders and others taking part in restorative justice processes.
7. Facilitate restorative approaches, mediation and restorative conferencing to meet, as far as possible, the needs of all parties involved.
8. Assist with the provision and organisation of meaningful community reparation activities and encourage voluntary effort and community involvement in opportunities for Restorative Justice, victim work and reparation.
9. Assist with the continued development and implementation of victim involvement in Referral Order Panels to ensure their effectiveness.
10. Where required, transport victims, young people and/or their families to appointments/venues.
11. Assist in the development and implementation of effective restorative justice processes within the Youth Offending Service to increase victim satisfaction with the Youth Justice System.
12. Contribute to the development of partnerships with other providers, both in the public and voluntary sectors, to increase the effectiveness of restorative and family intervention services.
13. To contribute to or facilitate training in relation to Family focused and Restorative Approaches as and when required.
14. To contribute to the protection of the public, taking particular account of Policy guidance on the management of high risk offenders and safeguarding procedures.



15. To promote the efficient and effective transfer of information across the Service and maintain statistical and accurate up-to-date client records and act in accordance with the departmental policies and confidentiality and access to client records.
16. To comply with the Standing Orders and Financial Regulations of Knowsley Borough Council, and to ensure that all work functions are undertaken in accordance with Health and Safety legislation, codes of practice and with Knowsley Council's Health and Safety Plan.
17. Maintain statistical and other records including the operation of computer based systems as required.
18. To maintain accurate up-to-date knowledge of current legislation, policy and good practice in relation to the role. To identify and undertake training to enhance knowledge and skills as required.
19. To contribute to the development of good inter-agency practice, policy and services. This will be achieved through participating in supervision, team and staff meetings and by involvement of any working parties and meetings as required.
20. To accept and make use of supervision in accordance with the Service's Code of Practice
21. To assist in the preparation of Reports and attend Court as appropriate.
22. To work flexibly at the times requested by the Youth Offending Service Operational Manager to meet the requirements of the service including evening and weekend working as required.
23. Undertake any other duties that can be accommodated within the grading of the post.

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions "is good" because they want all Council employees to understand how important it is to "treat children in care and care experienced young people as they would their own". We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be "genuine", helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.



## Knowsley Better Together – Staff Qualities



## Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

## Data Protection and Information Security

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