



**JOB DESCRIPTION (JD)  
AND EMPLOYEE  
SPECIFICATION (ES)**  
Standard Template

<b>JOB TITLE:</b>	Crime Prevention Worker		
<b>GRADE:</b>	G7	<b>SERVICE AREA:</b>	Youth Justice Service
<b>JOB CODE:</b>	CHI128TARGG7		
<b>REPORTS TO:</b>	YJS Senior Practitioner	<b>LOCATION:</b>	Walsall Council House/Locality base
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>Enhanced DBS disclosure is required for this post</li> <li>Ability/willingness to travel from location to location</li> <li>Expectation to work outside normal working hours providing cover during evenings and weekends on a rota basis</li> <li>This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.</li> </ul>		

**1. Main purpose of the job role:**

- To work as part of a multi-agency team to provide an integrated approach to delivering services to young people who present with multiple, complex needs.
- To assist in the delivery of robust services to children and young people who offend, are at risk of offending or anti-social behaviour or becoming looked after as a result of offending behaviour.
- To support the effective safeguarding of children and young people through; contribution to multi-agency plans, timely identification of risks and vulnerabilities and onward referrals to the relevant Children's Social Care Services or other agencies as appropriate.
- Work flexibly to meet the needs of children and families, within the borough, who fall within the Out of Court Disposal Referral criteria.
- Develop and deliver time limited individual or group work programmes of support.
- To carry out a range of tasks as identified and allocated by the Senior Practitioner, Team Manager or Strategic Lead for Youth Justice Service.

**2. Role specific duties and accountabilities:**

- To manage assigned tasks in accordance with policies, procedures, protocols, locally agreed practice guidelines, case management and lead professional guidelines and relevant legislation.
- To make a speedy and appropriate response to all work allocated in accordance with the above.
- To undertake holistic, good quality assessments of children and young people who have been referred to the YJS, to include levels of risk and safety and wellbeing.
- To devise, implement, deliver, monitor, and review intervention plans to manage the identified risks, vulnerabilities and needs of young people, ensuring the active involvement of young people, their families, multi-agency partners, victims and community members.
- To accurately maintain information and records using management information systems.
- To undertake the role of case manager and/or lead professional, at times providing a single point of contact and co-ordinating services from different agencies, including; arranging and chairing meetings.
- To provide advice, support and guidance to parents/carers to promote positive care, parenting skills and promote placement stability.

- To effectively communicate with colleagues and partner agencies in a pro-social, solution focused manner to ensure services are joined up, for individual and groups of, young people.
- To undertake identified pieces of work with children and young people, and their families, as directed by the team manager or senior practitioner.
- To work in conjunction with partner agencies to implement care plans for young people identified as looked after, child protection or child in need.
- To work flexibly and creatively to engage complex families, through one to one intervention, outreach work or within group work.
- To develop, coordinate, and deliver group work programmes.
- To undertake the role of appropriate adult.
- To actively participate in a duty rota.
- To be vigilant in safeguarding children from harm, contemporaneously recording any concerns about a child or children, and reporting them to the MASH (or other appropriate route), notifying your Senior Practitioner and/or Team Manager.
- To participate fully in any relevant assessment procedures involving identified young people and their families through MASH.
- Where relevant, to provide written reports to and/or participate in; LAC and early help reviews, child protection case conferences, core groups or other forums such as exclusions panel, child exploitation panels, care proceedings, MAPPA and MARAC.
- To participate in evaluation of the delivery of intervention programmes and report any areas of concern around training, programme facilitation and delivery.
- The post holder is responsible for his/her own self development on a continuous basis, with support from supervisor, and must partake in training to develop areas of generalist and specialist skill and knowledge as a resource to YJS.
- To enhance own performance, working constructively with line manager via the Annual Performance Conversation and supervision process to identify personal strengths and agreeing action in relation to developmental needs.

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE: Crime Prevention Worker	GRADE 7	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> refer to corporate behaviours document		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
Ability to demonstrate effective organisational skills and work on own initiative	A/I	2
Ability to prioritise own work and meet deadlines, demonstrating effective time management skills.	A/I	3
Ability to work as part of the team	A/I	3
Ability to demonstrate the skills and strategies required to assess young people and their families.	A/I/T	3
Ability to deliver one to one interventions and group based interventions.	A/I	3
Ability to devise and implement individual plans with young people and families based upon effective assessments.	A/I/T	3
Ability and ideally previous experience of, writing comprehensive, succinct and analytical reports for panels and meetings.	A/I/T	2
Ability to communicate effectively with a range of people in a range of forums, face to face, over the phone and in writing	A/I	3
Ability to chair meetings and follow up agreed actions.	A/I	2
Demonstrate a willingness to undertake appropriate training and development.	A/I	1
IT skills sufficient to produce data, information and reports using word processing, power point, spreadsheets and email.	A/I	2
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post.	I	3

<b>Knowledge/experience:</b>		
Demonstrate an understanding of safeguarding and vulnerability.	A/I	3
Demonstrate an understanding of risk management.	A/I	3
Demonstrate an understanding of guidance in relation to Youth justice/youth crime diversion / Early Help / targeted neighbourhood interventions.	A/I	2
Understanding of disproportionality in the justice system and promoting culturally sensitive services to diverse communities.	A/I	2
Demonstrate an understanding of child and adolescent development.	A/I	2
Experience of working with young people is essential.	A/I/T	3
Experience of working with young people who have offended, or at risk of offending or looked after young people	A/I	3
Experience of working in a Youth Justice Service/Youth Offending Team, Youth Work or crime diversion setting	A/I	2
<b>Qualification:</b> specify type and level required (including equivalents); if any.		
A Level 4 or equivalent and/or vocational qualifications (e.g. children and young people, youth justice or community justice studies) is essential.	A	
<b>Prepared by:</b>	Phil Rutherford	<b>Date:</b> 15/1/21