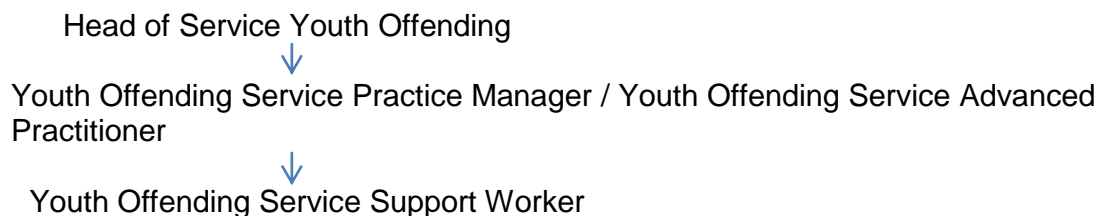


**ROCHDALE BOROUGH COUNCIL**  
**JOB DESCRIPTION**

<b>SERVICE:</b>	Children's Social Care
<b>SECTION:</b>	Bury and Rochdale Youth Offending Service (YOS)
<b>LOCATION:</b>	57-59 Drake Street, Rochdale, OL16 1XL
<b>JOB TITLE:</b>	Youth Offending Support Worker
<b>POST NUMBER:</b>	
<b>Grade:</b>	6
<b>Accountable to:</b>	Youth Offending Service Practice Manager or Advanced Practitioner
<b>Accountable for:</b>	N/A
<b>Hours of Duty:</b>	37 hours per week in accordance with the needs of the service.
<b>Any Special Conditions of Service:</b>	<p>The post-holder will be expected to undertake a certain amount of travelling in the executive of his/her duties for which appropriate allowances will be paid.</p> <p>Weekend, day and evening work will be essential, including work outdoors.</p> <p>Appointment to this post is subject to enhanced DBS including a barred list check against the child workforce.</p> <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.</p> <p>This post is not Politically Restricted in accordance with the current regulations</p>

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

**ORGANISATIONAL CHART**



## **PURPOSE AND OBJECTIVES OF THE JOB**

To support, mentor and manage a case load of young people who are known to the youth offending service and attend supervision with their line manager. To support young people to use their leisure time undertaking constructive and meaningful activities. To assess, plan and implement specific pieces interventions with young people and victims. To provide a duty to the Court on behalf of Bury and Rochdale Youth Offending Service if that is requested. To work as noted above with individuals (including victims) and / or families/ and or groups.

## **Control of Resources**

You will be responsible for providing resources as directed and agreed by the practice manager.

### **Personnel**

### **Financial**

The post holder is responsible for ensuring that the 'financial' regulations relating to the youth offending service are carried out within their area of responsibility. Please see control of resources

### **Equipment/Materials**

The post holder is responsible for ensuring that there are appropriate materials, equipment and other resources available to carry out their duties towards the young person/ family/ groups of young people in line with the purpose and objectives of their job.

## **Health/Safety/Welfare**

The post holder will be responsible for their own health and safety, and that of those in their care in accordance with Rochdale Council Health and Safety, Lone Working, and youth offending service Risk management and Safeguarding Children policies.

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

## **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

## **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

## **Relationships (Internal and External)**

## **Responsibilities**

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

## **Values and Behaviours**

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

## **Principal Duties**

1. To supervise young people either individually or in groups. This may also include making direct contact with victims of youth crime to offer them the opportunity to play a central role in the YOS process, including restorative justice opportunities.
2. To mentor and support young people either individually or in groups by accompanying them to appointments, and / or other constructive activities; to manage a caseload of young people and to assess, implement and undertake specific programmes of work with them.
3. To provide a Court duty service to Manchester Youth Court and attend Criminal and Civil Courts as required.
4. To provide the Youth Offending Service and the Court with information about a young person that will contribute to enforcing their Court Order, or bail conditions.
5. To contribute to strategies and work with young people and their families to address challenging and anti-social behaviour in the family home and/ or community.
6. Undertake training as identified
7. To identify and respond to any risk and safeguarding matters and attend meetings with regards to this.
8. To work in partnership with other relevant agencies and share and record information as per data protection, confidentiality arrangement in line with the Youth offending Service policies and procedures. To attend a range of multi-agency risk and safeguarding meetings and represent the youth offending service in a professional manner.
9. To attend supervision with the sessional co-ordinator and / or practice manager in line with their instructions and to continue to develop your knowledge, skills and understanding of practice with our particular cohort of young people and families through training.

## **Secondary Duties**

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.

- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
- 3 To work in accordance with the policies and procedures of Rochdale Local Authority, and the Youth offending Service.
- 4 To undertake any other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the post holder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	<u>Mike Blower</u>	Date	<u>20/08/19</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor	<u></u>	Date	<u></u>
	<u></u>		<u></u>
Service Director	<u></u>	Date	<u></u>

**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	<b>Children's Social Care</b>	<b>Post:</b>	<b>Youth Offending Support Worker</b>
<b>Section :</b>	<b>Youth Offending Service</b>	<b>Post Number :</b>	
<b>Job Ref:</b>		<b>Grade:</b>	<b>6</b>

**Note to Applicants:**

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

<b>Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>(a) Special Working Conditions</b>		
1 Are you willing to travel in the execution of your duties in and around the Rochdale and Bury area?	<b>E</b>	<b>AF/I</b>
2 Are you routinely available for day, evening and weekend work?	<b>E</b>	<b>AF/I</b>
3 Can you work with individual youths and their families in their family home and/ or community?	<b>E</b>	<b>AF/I</b>
4 Can you work with groups of youths?	<b>E</b>	<b>AF/I</b>
5 Can you work in Court and with other Services?	<b>E</b>	<b>AF/I</b>
<b>(b) Qualifications and Experience</b>		
6 Please give details of your qualifications which are relevant to the role?	<b>E</b>	<b>AF/I and check qualification at interview</b>
<b>(c) Skills and Knowledge</b>		
7 Please give details of your knowledge, understanding and experience of safeguarding children & working with victims of crime	<b>E</b>	<b>AF/I</b>
8 What is your knowledge and understanding of the youth justice system and relevant legislation?	<b>E</b>	<b>AF/I</b>
9 Tell us about your knowledge and understanding of adolescent development / behaviour and the reason why young people offend	<b>E</b>	<b>AF/I</b>
10 What is your knowledge and experience of working in accordance with the data protection Act and boundaries of confidentiality?	<b>E</b>	<b>AF/I</b>
11 What experience do you have in keeping records?	<b>E</b>	<b>AF/I</b>
12 Tell us about your experience and the skills that you have used to build relationships and work with young people and their families in the community	<b>E</b>	<b>AF/I</b>
13 Please give details of your knowledge, experience and skills you have to demonstrate your ability to work with victims and support a restorative process wherever possible	<b>E</b>	<b>AF/I</b>
14 What experience do you have of working in Court and / or with the voluntary, private and public sector?	<b>E</b>	<b>AF/I</b>
15 Tell us about your written and verbal communication skills that you can use to engage and sustain work with youths and families who are hard to reach, and apply in a	<b>E</b>	<b>AF/I</b>

	variety of professional settings for example Court		
16	What ICT skills to do you have in terms of sharing and recording information?	<b>E</b>	<b>AF/I</b>
17	Tell us about your ability to work using your own initiative	<b>E</b>	<b>AF/I</b>
18	Tell us about your ability to work as part of a team	<b>E</b>	<b>AF/I</b>
19	What is your understanding of supervision and personal / professional development?	<b>E</b>	<b>AF/I</b>
<b>(d) Behaviours and Values</b>			
20	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> <li>• Proud</li> <li>• Passionate</li> <li>• Pioneering and Open</li> </ul> <p>Please confirm you are willing to adhere to these values and behaviours.</p>	<b>E</b>	<b>AF/I</b>