



JOB DESCRIPTION

JOB TITLE: YOS Caseworker (Mental Health)

DEPARTMENT: CFW

GRADE: Band 7

DIRECTLY RESPONSIBLE TO: Team Leader

DIRECTLY RESPONSIBLE FOR: YOS Volunteers

Main Purpose of the Job:

To work as a YOS Caseworker, having accountability and responsibility for an individual caseload and working as part of a multiagency team, coordinating services in accordance with need.

To coordinate and supervise the Youth Service Volunteer team, to undertake their work and support the smooth running of the service.

To be part of a multi-agency service providing an integrated approach to delivering interventions that meet the principal aims of the Youth Offending Service (YOS).

Main Duties:

1. To work as a YOS Caseworker (Mental Health) assessing and managing children and young people with mental health difficulties/ disorders within YOS offering short term therapeutic interventions.
2. To undertake risk assessments of children and young people with mental health difficulties/ disorders and their families based on the Youth Justice Board's Asset plus tool or other approved tools.
3. To provide intervention for children and young people with mental health difficulties/ disorders and their families, including those involved in serious

or persistent offending, that are tailored to address their risks and needs, and that involve other agencies as necessary.

4. To develop the Mental Health agenda by working with team colleagues and other professionals promoting the agenda and providing advice/guidance.
5. To work as part of a multi-agency team and in partnership with relevant agencies to provide high quality services to children and young people with mental health difficulties/ disorders and their families
6. To provide accurate and timely reports on children and young people with mental health difficulties/ disorders within the YOS service for use in court hearings and Referral Order Panels
7. To attend court to support young offenders and their families, magistrates and other criminal justice personnel when required.
8. To coordinate and supervise the YOS volunteers offering professional support, training and supervision.
9. To be alert to the risks presented by some young people- to others and themselves, ensuring that volunteers/sessional workers allocated to children and young people within the YOS service understand these risks and work within agreed risk management plans.
10. To supervise and manage community disposals where emotional health and wellbeing concerns have been identified.
11. To record information including assessments, interventions and contacts on the youth offending database to a high standard of accuracy, and to maintain case files for additional information.
12. To implement and maintain robust monitoring and evaluation systems, including seeking feedback from young people and parents.
13. To act as Appropriate Adult in interviews at the police station to ensure that the requirements of the Police and Criminal Evidence Act are met.
14. To undertake any other duties commensurate with the grade of the role as and when required.

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively

valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.

Disclosure of Criminal Background

All employers are required to check with the Criminal Records Bureau the possible criminal background of staff and volunteers who apply to work with, or will have access to information about, children and young people or vulnerable service users.

If it is a requirement of the post that such a check be undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place. Having a criminal record will not necessarily bar you from working within Trafford Children and Young People's Service. This will depend on the nature of the position and the circumstances and background of any offences.

Please note applicants refusing to sign the form or failing to disclose any convictions will not be progressed further.

Date prepared/revised: November 2017

Prepared/revised by: SB/SE



PERSON SPECIFICATION

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Disabled candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
An appropriate professional qualification in: <ul style="list-style-type: none"> • Mental Health Nursing or • Psychology or • Nursing qualification • Social Work Qualification Or other relevant professional undertaken	A/I
Evidence of ongoing commitment to CPD	A/I
2. Experience	
2 years post qualifying experience working in a relevant environment	A/I
Experience of working with family systems where children have complex emotional, behavioural and developmental difficulties	A/I
Experience of establishing effective relations as a member of a team and with staff from multi-disciplinary backgrounds and in multi-agency settings	A/I

Experience of delivering mental health therapies	A/I
3. Knowledge	
Knowledge of relevant legislation and government policy and procedure	A/I
Knowledge of child development and disorders and mental health disorders	A/I
Awareness of child protection, safeguarding and risk management responsibilities and procedures	A/I
Awareness of the social and personal development of young people and how to intervene in factors that influence offending	A/I
4. Skills & Abilities	
Knowledge of, and an ability to, work with a racially and culturally diverse community in a wide variety of contexts including skills for working therapeutically in the different settings, e.g. the family home	A/I
Ability to communicate effectively to a wide range of audiences both orally and in writing.	A/I
Ability to work autonomously, setting appropriate goals in accordance with professional ethics guidelines	A/I
Ability to use negotiation and problem solving skills	A/I
Ability to motivate and to engage young people in programmes of work to address offending behaviour	A/I
Ability to build constructive relationships with parents, carers and victims of crime	A/I
Ability to supervise volunteers as part of their role within the Service	A/I
5. Special Conditions	
Enhanced DBS Check	A/I
This post will require substantial working outside of normal office hours. The post-holder must be willing and able to work evening and weekend shifts as required	A/I
There is a requirement that the post-holder is in possession of a current valid driving licence and has access to their own transport	A/I

*** Method of Assessment**

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test, **AC** = Assessment centre

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