

Job Description

DIRECTORATE:	Education & Family Support
DEPARTMENT:	Family Support /Youth Justice Service
POST:	Social Worker 1 & 3 – Youth Justice Service
GRADE OF POST:	Social Worker 1 - Grade 10 - Newly Qualified Social Worker 3 - Grade 12 - Subject to 2 years post qualifying experience.
RESPONSIBLE TO:	Operational Manager – Youth Justice Service

JOB PURPOSE:

To provide social work services within the Youth Justice Service which includes statutory and non-statutory case management, interventions and assessments.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Carry out high quality assessments for statutory and non-statutory interventions using the Asset Assessment Tool.
- Undertake case management of statutory and non-statutory interventions.
- Work in partnership with children, young people and their families and, where appropriate, victims, in order to agree plans based on assessment that address risk and protective factors.
- Provide timely validated and accurate reports for presentation, orally or in writing for Courts, Referral Order Panels and Pre-Court Panels, utilising information technology where appropriate.
- Identify, validate, and record information relating to children and young people referred to the Youth Justice Service using the Information System provided.
- Ensure that relevant policies and procedures are adhered in relation to working with children and young people who are vulnerable/in need of protection or present a risk to others.
- Represent the Youth Justice Service within the Court system to other agencies and the community as appropriate.
- Take responsibility with managers to identify professional development and training needs, and ensure where possible they are met.
- Working in accordance with the Core Values of the County Borough Council, the principles of the Children Act 1989, the United Nations Convention on the Rights of the Child and the Social Services Well-being (Wales) Act 2014.
- Work flexibly to meet the needs of children and their families, including participating in a Courts rota. This will include working outside normal working hours, in the evenings and at weekends as required.

Social Worker 3 - As above plus:

- Supervise Social Work Students and other junior members of staff;
- Provide advice and guidance to less experienced social workers;
- Lead joint working with less experienced Social Workers in complex cases;
- Undertake sensitive, high risk and complex cases which require preparation and presentation of detailed reports, orally or in writing, for Courts, Referral Order Panels and Pre-Court Panels, to aid the decision-making process;
- Represent the Council within multi-agency and inter-disciplinary settings regarding sensitive, high risk and complex cases;
- Lead/assist in the management of high-profile cases.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children's Safeguarding Assessment Team.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK (WHERE APPLICABLE)

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

Person Specification

Social Worker 1 & 3 – Youth Justice Service

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • Social Work Degree or other Social Work qualification recognised by Social Care Wales. • Registration with Social Care Wales. . • PQ – Consolidation Programme if qualified after April 2016. • 2 years post qualifying experience. 	<p>Yes</p> <p>Yes</p> <p>For SW3 only</p>	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> • Knowledge/experience of the Asset Assessment Framework and of Report Writing formats. • Knowledge and use of Youth Justice System National Standards. • Knowledge and use of Childview Case Management System. • Knowledge/experience of risk assessment and management in relation to risk of re-offending and risk of harm, vulnerability/ safeguarding. • Knowledge/experience of the Youth Justice Service. • Experience of undertaking direct work with children and families in need and those experiencing difficulties in their lives. • Ability to engage with young people who display challenging attitudes and behaviour. • Knowledge and experience of key elements of effective practice. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.

	<ul style="list-style-type: none"> • Knowledge of the legislative, regulatory and policy framework in respect of the Youth Justice and Early Intervention Service. • Knowledge of Child Development and understanding of issues that young people face. • Experience of caseload management. • Experience of managing complex cases. • Knowledge and experience of writing complex assessments. 	<p>For SW3 only</p> <p>For SW3 only</p> <p>For SW3 only</p>	
<p>Skills & Personal Qualities</p>	<ul style="list-style-type: none"> • Ability to form constructive working relationships with colleagues internally and with other agencies. • Ability to communicate clearly and effectively both verbally and in writing. • Ability to communicate sensitively with young people, their families and carers. • Ability to analyse complex information. • Ability to think clearly and prioritise effectively. • Ability to work as part of a team, with staff of all levels and those from partnership organisations. • Willingness to undertake Professional Development and Training. • Ability to see issues in their widest context. • Committed and motivated. management and performance. • Creative, assertive and forward-thinking. • Personal and professional integrity. • Initiative and positive thinking. • Ability to work flexibly according to the needs of the young people and service. • Ability to work proactively. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>

