

Job Profile

Position Details	
Post	Triage Officer
Service Area	Directorate/Business Unit/Service/Section/Team
Reports to	Senior Practitioner, Youth Justice Service
Grade	PO2
Job Family	To be completed by HR

Role Purpose
<i>Before you commence writing the job description – please refer to the ‘How to complete’ guide for the requirements of each section.</i>

Main Responsibilities
<ol style="list-style-type: none"> 1. To manage a caseload of Triage and Out of Court Disposals (OOCd) work in line with Youth Justice Board National Standards. 2. To assess young people and their families referred to the YJS in relation to Triage and Out of Court disposals. 3. To provide effective interventions to young people referred to the YJS for Triage and OOCd's 4. To develop positive working relationships with young people and families that both challenge offending behaviour and support individual and families positive development. 5. To liaise with colleagues in the Metropolitan Police in respect of referrals and updates regarding young people's progress and compliance 6. To maintain accurate case records in relation to all aspects of work undertaken regarding young people subject to triage and OOCd's 7. To identify and make appropriate referrals to partner agencies in order to meet the needs of young people and their families 8. To work collaboratively with partner agencies in the development of assessments and delivery of triage and OOCd interventions 9. To develop and manage group work programmes for young people subject to triage and OOCd interventions.

<p>To promote and utilise restorative approaches in work with young people in trouble</p> <p>11. To attend and contribute effectively to professional meetings in relation to young people and families</p> <p>12. To actively participate in team and service meetings with a view to collaborative working, problem solving and service development.</p>
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Generic Responsibilities
<ol style="list-style-type: none"> 1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. 2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies. 3. Knowledge and experience of using IT. 4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

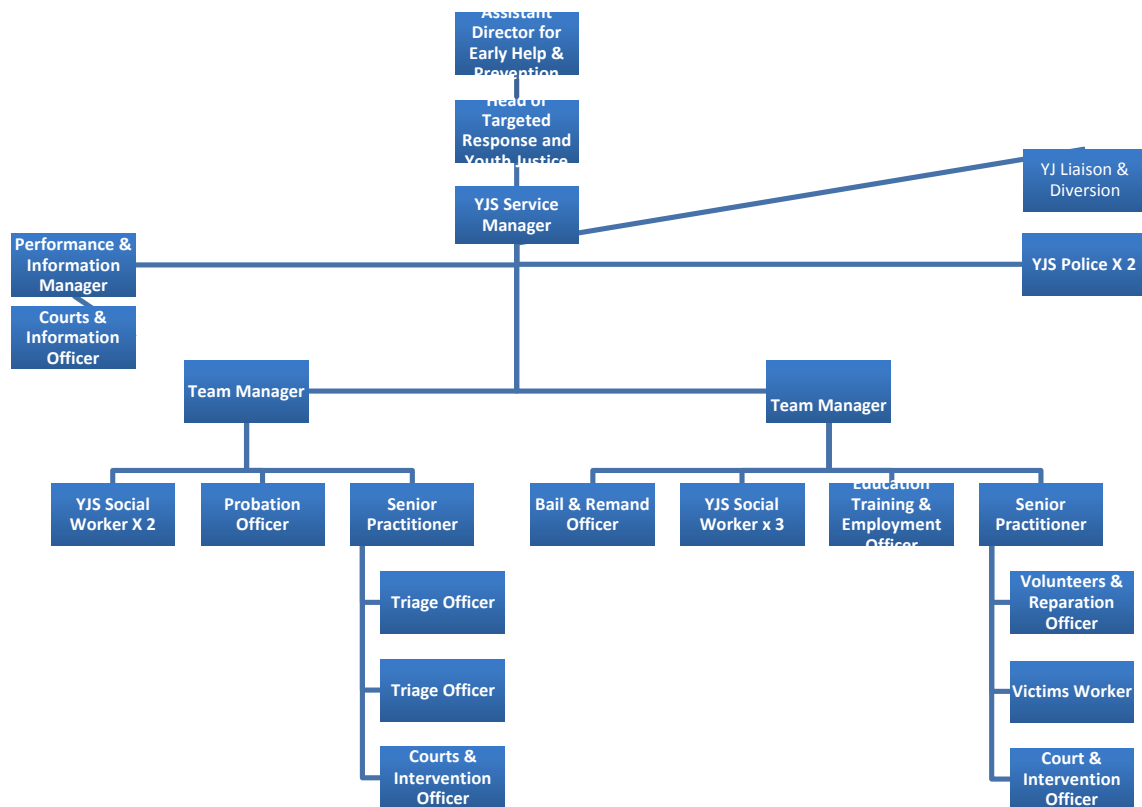
Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<ul style="list-style-type: none"> • DipSW / CQSW / CSS / PPA / Teaching / Youth work / Counselling Certificate/PCEP or any other relevant qualification. 	Desirable
<ul style="list-style-type: none"> • Knowledge and understanding of Youth Justice, Childcare, Education and other relevant legislation to working with young people in trouble. 	Essential
<ul style="list-style-type: none"> • Knowledge of Youth Justice Board National Standards in relation to the supervision of young people in the community 	Essential
<ul style="list-style-type: none"> • Awareness of diversity issues and how they can impact upon young people and families involved in offending 	Essential
<ul style="list-style-type: none"> • Knowledge of child development and theories relevant to adolescent thinking and behaviour 	Essential
<ul style="list-style-type: none"> • An understanding of effective practice research in relation to early intervention with young people involved in offending. 	Desirable
<ul style="list-style-type: none"> • Experience of direct work with children, young people and their families presenting with challenging behaviours and circumstances 	Essential
<ul style="list-style-type: none"> • Experience of working with a diverse range of individuals and communities. 	Essential
<ul style="list-style-type: none"> • Ability to undertake assessments that inform intervention planning 	Essential

with young people that offend	
<ul style="list-style-type: none"> • Experience of planning and delivering interventions that meet the needs of children and young people. 	Essential
<ul style="list-style-type: none"> • Experience of working with partners in order to deliver positive outcomes to young people, families and communities. 	Essential
<ul style="list-style-type: none"> • Experience of designing and delivering group work programmes 	Essential
<ul style="list-style-type: none"> • Experience of using Youth Justice / Social Care case management systems 	Desirable
<ul style="list-style-type: none"> • Ability to work as part of a multi-agency team 	Essential
<ul style="list-style-type: none"> • Ability to plan, prioritise and review work. 	Essential
<ul style="list-style-type: none"> • Ability to present the development and outcomes of Triage and OOC work to partners and other agencies. 	Essential
	Essential

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <p>Youth Justice Service</p> <p>Police</p> <p>CYPS</p> <p>Courts</p> <p> </p> <p><u>Other Information:</u></p> <p>This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p>

Organisational Structure

Please provide organisation structure chart.



Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
Yes				
Are the staff based at the same work location?				N/A
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	80	Use of a computer.	Yes	70
Audio typing.	No	N/A	Crisis or conflict situations.	Yes	5
Walking more than a mile.	No	N/A	Manual handling.	No	N/A
Working alone or in isolation.	Yes	5	Working in confined spaces.	No	N/A
Driving a car, van or minibus.	No	N/A	Preparing or serving food.	No	N/A
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No	N/A	Working in awkward positions, e.g. stooping, bending, reaching.	No	N/A
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No	N/A	Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	N/A
Regular and repetitive movements.	No	N/A	Working shifts / unsocial hours, nights.	No	N/A
Outdoor work involving uneven surfaces.	No	N/A	Standing or sitting for prolonged periods.	No	N/A

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No	N/A	Working at heights / on ladders, roof work.	No	N/A
Teaching, or responsibility for, children.	Yes	100	Outdoor work involving extremes of temperature.	No	N/A
Electrical hazards.	No	N/A	Control and restraint.	No	N/A

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
N/A
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
N/A
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
N/A
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
N/A
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
Yes. Accurate record keeping on the YJS case management system, Child View. This system is essential to the maintenance of records in relation to young people involved in the local youth justice system.
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
No