

## Role profile

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|---------------------|-------------------------------|------------------|----------|
| <b>Job Title:</b>   | <b>Interventions Officer</b>  | <b>Grade:</b>    | <b>9</b> |
| <b>Department:</b>  | <b>Children and Families</b>  | <b>Post no.:</b> |          |
| <b>Directorate:</b> | <b>Children's and Adult's</b> | <b>Location:</b> |          |

|                          |                                                       |
|--------------------------|-------------------------------------------------------|
| <b>Role reports to:</b>  | <b>Restorative Justice and Referral Order Manager</b> |
| <b>Direct reports:</b>   | <b>None</b>                                           |
| <b>Indirect reports:</b> | <b>None</b>                                           |

## Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

### Purpose of role

- To work collaboratively with Youth Justice Service Officers and Prevention Keyworkers to deliver effective and evidence-based Youth Justice Service Interventions
- To work face-to-face with young people using a variety of youth work and cognitive behavioural methods including one to one advocacy, relationship based practice, Motivational Interviewing, group work, outreach support and family work to encourage and support desistance from offending and the development of a non-criminal identity.
- Use outreach support to establish relationships with hard to reach young people and support their compliance with Orders and interventions.
- To assess the suitability of young people for intensive programmes, formulate timetables with personalised and appropriate interventions and deliver interventions to those subject to intensive programmes
- Support the re-entry of referred young people into Education Training or Employment
- Provide Mentoring to a small number of young people on a short-term basis
- Provide resettlement support for young people leaving custody
- Assist in delivery of the Summer Arts college

## **Key accountabilities:**

### **EQUAL OPPORTUNITIES**

1. To conduct all activities within a framework of valuing diversity which ensures equality of access and treatment for all service users, respects the value of every individual and seeks to reconcile the rights and obligations of offenders, victims and communities

### **2 DEVELOPMENT AND DELIVERY OF EFFECTIVE AND EVIDENCE-BASED INTERVENTIONS**

1. Actively search for and research innovative and evidence-based approaches to working with young people and present an outline business case for projects to the Head of Statutory Enforcement.
2. Maintain and organise the team's resources for easy use
3. Organise and deliver agreed individual and groupwork programmes targeting local identified needs.
4. Produce risk assessments for all activities with young people and submit for management sign-off prior to commencing.
5. Evaluate the effectiveness of the interventions delivered and present findings to Managers
6. To work effectively with Case Managers and deliver agreed targets on Intervention plans
7. To use a detached youth work approach to engage and support young people who are difficult to engage or need assistance attending arranged appointments
8. To work closely with YJS & Connections officers to support the re-entry of YJS young people into Education Training and Employment.
9. To assist in the organisation and delivery of Ealing's Arts Award programmes
10. To establish positive relationships with local voluntary sector agencies, schools, businesses and other council departments to work in partnership to deliver effective interventions for young people involved in offending or anti-social behaviour.

### **3. ASSESSMENT AND SUPERVISION OF YOUNG PERSONS ON INTENSIVE ORDERS**

1. Assess young people's suitability for Intensive Orders
2. Present robust packages as alternatives to custody to the Court, which are designed to address the risk of re-offending.
3. Based on the Assetplus assessment work with the case manager to devise programme timetables which address identified needs, key elements of the programme, the risk of harm and re-offending and any safety and wellbeing concerns
4. Maintain up to date records of work activity and contact with young people subject to Intensive programmes and interventions as a condition of bail, community orders or Detention and Training Orders
5. Provide young people and their families, courts, stakeholders and other agencies with up to date information about programmes available
6. Attend and participate in case conferences, reviews and team meetings as appropriate
7. Supervise young people in accordance with National Standards and statutory requirements
8. Undertake home visits in accordance with the National Standards and the requirements of the programme, taking a supplied mobile phone with them.
9. Contribute to the overall effectiveness of the programmes through innovative practice and use of resources
10. To bring to the attention of Youth Offending Service managers any situation where a young person is at risk.
11. To comply with the Council's risk assessments and trips procedure when under-taking any activities with young people risk assessments are carried out on placements and insurance cover is in place

#### **4. ADMINISTRATIVE AND INFORMATION MANAGEMENT**

1. Ensure accurate and up to date case records are maintained on the Case Management system in accordance with national and local standards and provide statistics for managers relating to programmes and interventions
2. Use Information Technology in accordance with national and local requirements, to comply with regulations regarding security of the system and confidentiality of the data it contains
3. Support needs assessments for service users and their families
4. Motivate young people to comply with any Court Orders or License Conditions they may be subject to and engage with services
5. Provide a link to services including Connexions, Housing, Job Centre+ or Colleges.
6. Meet regularly with police formally and informally to exchange information and attend relevant meetings such as YJS Risk of Harm Panel and Maves Panel
7. Keep abreast of current developments and trends in youth justice work.
8. Work out of hours as required
9. Ensure that all work undertaken complies with Council policies, procedures, guidance and legislation, including policies concerning Health and Safety, Data protection, the management of Diversity, and the Safeguarding of children and young people
10. Work in accordance with the legislative framework provided by the Crime and Disorder Act 1998, the Criminal Justice and Immigration Act 2008, the Children Act 1989, and the Children Act 2004, and National Standards for the treatment of offenders.
11. Take responsibility for one's own, and others safety by ensuring that no one is exposed to risk of violence or other hazards at work.
12. Undertake any other duties appropriate to the grade and post.
13. To have an awareness of the organisational context and commitment to the Council's organisational values and beliefs.
14. To be politically sensitive and able to recognise sensitive issues that impact on the service area.
15. To assess their own priorities and set objectives and deadlines while maintaining a grip on the key priorities/accountabilities

#### **5. RESETTLEMENT AND MENTORING**

1. To work pro-actively with those identified as being at the highest risk of custody to reduce their re-offending, harm and vulnerability and subsequently their risk of entering custody
2. To visit young people in custody and assist in planning their smooth transition back into the community in a way that reduces the likelihood of them re-entering custody.
3. Complete home visits to assess the suitability of the address and the available support for release and feed this information back to the case manager
4. To assist young people with practical tasks on release, benefits, housing, CV writing, searching for Education, Training or Employment opportunities
5. Work with Case Manager's to deliver agreed targets on licence plans
6. Provide a small number of young people with weekly mentoring to support their development of social networks and constructive activities on a short-term basis
7. Report back to Officers and managers individual feedback on the young person's process against agreed aims
8. Put in place appropriate exit strategies aimed at sustaining the benefit of the mentoring support

#### **6. MULTI-AGENCY WORKING**

1. Work co-operatively in a multi-agency team, and collaborate as necessary with staff within the Social Services Department, in other council departments and in other agencies
2. Attend meetings, case conferences, MAPPA case conferences or other relevant events to enhance the effectiveness of offence reduction interventions.

#### **7. PERFORMANCE AND DEVELOPMENT**

1. Receive supervision from the Senior Statutory Officer or Head of Statutory Enforcement

2. Take responsibility for own professional development and co-operate with the your line manager in planning personal appraisal, training and development
3. To collate and maintain performance data as required for young people being supported.

## **8. OTHER DUTIES**

1. Use Information Technology in accordance with national and local requirements, to comply with regulations regarding security of the system and confidentiality of the data it contains
2. Participate in systems to monitor performance and compile statistical and other data required locally and nationally in conjunction with the Head of Youth Offending Service
3. Comply with council and statutory regulations pertaining to health and safety, having due regard to the safety and welfare of self, colleagues and service users in the workplace and in other locations
4. Undertake other duties appropriate to the role and grade as required

## **Key performance indicators**

- Accommodation: % of children in the community and released from custody with suitable accommodation arrangements
- Education, training and employment (ETE): % of children in the community and released from custody attending a suitable ETE arrangement.
- SEND/Additional Learning Needs: % of children with identified needs are in ETE and have a formal learning plan for the current academic year
- Mental healthcare and emotional wellbeing: % of children screened for an intervention to improve MH/ EW and being offered/ attending interventions.
- Substance misuse: % of children identified for specialist treatment intervention to address SM, and being offered/ attending intervention
- Out of court disposals (OOCs): % of OOC disposal interventions that are completed/not completed
- Management Board attendance
- Wider Services: % children who are subject to Early Help (EH) plan; on a child protection (CP) plan, Child in need (CiN) plan or a looked after child (LAC).
- Serious youth violence (SYV): rates of children convicted for SYV on the YOT caseload
- Victims: number of victims who consent to be contact by the YOT, and those engaged in RJ processes

## **Key relationships (internal and external)**

- Senior Statutory Manager
- Head of Statutory Enforcement
- Reparation co-ordinator
- Head of Early Intervention
- Metropolitan Police
- Court
- Criminal Justice and Children's Services Partnership agencies and service providers
- Sensitive and constructive relationships with young people (18 – 24) and their families, adhering to equalities and diversity policies.

## **Authority level**

- **None**

## **Additional Requirements**

- Any other duties appropriate to the post and grade

## **Person specification**

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

**Candidates, please address the criteria marked with (\*\*) only in your application. Please give examples**

### **Essential knowledge, skills and abilities**

1. **\*\*** Ability to work in a non-oppressive manner with colleagues and service users, valuing difference and ensuring equality of service to all sections of a multi-cultural community
2. **\*\*** General knowledge of the legal framework relating to the reduction of offending by young people and the statutory obligations of staff working with young people
3. **\*\*** Ability to communicate effectively and present a professional image to police, courts, social care and to service users and their families and to professional and voluntary staff of other agencies. To produce information verbally and in writing to prescribed standards.
4. **\*\*** Ability to make accurate assessments about the factors which have contributed to the young person's offending and to assess issues pertaining to early adulthood, adolescence, young people at risk of offending and young people in need.
5. **\*\*** Ability to assess safety and wellbeing and child protection concerns and take appropriate action.
6. **\*\*** Ability to supervise young people to ensure positive outcomes, good behaviour and compliance with legal obligations
7. **\*\*** Ability find, research and develop innovative interventions producing reductions in re-offending, risk and safeguarding concerns and encouraging desistance and the development of non-criminal and pro-social identity

8. \*\*Ability to work collaboratively with other staff within council departments and in other agencies, in order to implement a multi-agency response to youth offending and the needs of young offenders
9. Knowledge of Information Technology and the ability to effectively use word processing and database information systems
10. Understanding of health and safety issues and legal obligations especially in relation to managing programmes with young people

### **Essential qualification(s) and experience**

1. \*\*Experience of working in a field related to youth offending
2. Experience of undertaking risk assessment, planning, delivering and reviewing interventions to address offending behaviour/promote child welfare/meet social need.
3. Experience of working within a multi-agency setting and drawing on the strengths of agencies and the contribution they can make to reduce offending behaviour.
4. \*\*A relevant professional qualification

## Values and behaviours

| Improved life for residents                                                                                                                                                                                                                                                                     | Trustworthy                                                                                                                                                   | Collaborative                                                                                                                                                                                                                                                                                    | Innovative                                                                                                                                                                                                                                                                         | Accountable                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Is passionate about making Ealing a better place</li> <li>• Can see and appreciate things from a resident point of view</li> <li>• Understands what people want and need</li> <li>• Encourages change to tackle underlying causes or issues</li> </ul> | <ul style="list-style-type: none"> <li>• Does what they say they will do on time</li> <li>• Is open and honest</li> <li>• Treats all people fairly</li> </ul> | <ul style="list-style-type: none"> <li>• Ambitious and confident in leading partnerships</li> <li>• Offers to share knowledge and ideas</li> <li>• Challenges constructively and respectfully listens to feedback</li> <li>• Overcomes barriers to develop our outcomes for residents</li> </ul> | <ul style="list-style-type: none"> <li>• Tries out ways to do things better, faster and for less cost</li> <li>• Brings in ideas from outside to improve performance</li> <li>• Takes calculated risks to improve outcomes</li> <li>• Learns from mistakes and failures</li> </ul> | <ul style="list-style-type: none"> <li>• Encourages all stakeholders to participate in decision making</li> <li>• Makes things happen</li> <li>• Acts on feedback to improve performance</li> <li>• Works to high standards</li> </ul> |