

## **Job Description**

<b>DIRECTORATE:</b>	Education & Family Support
<b>DEPARTMENT:</b>	Family Support / Youth Justice Service
<b>POST:</b>	Senior Practitioner – Youth Justice Service & HMP & YOI Parc
<b>GRADE OF POST:</b>	GR12
<b>RESPONSIBLE TO:</b>	Strategic Manager – Youth Justice Service

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### **JOB PURPOSE:**

To support looked after children and children in need in custody.

To support governors in meeting their statutory duties under section 11 of the Childrens Act 2004 and (in Wales) part 11 of the social services and wellbeing act 2014, Children and Young People in the Secure Estate.

To ensure local authorities meet their own responsibilities toward children in custody in accordance with the children act 1989 and subsequent legislation.

To be part of the senior management team ensuring that risk assessment and planning assesses and addresses the risk of re-offending, safety, and wellbeing as well as risk of serious harm to others. To support the Operational Managers in the continued development of a high-quality Youth Justice Service.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- To develop strategic links and effective working relationships between HMP & YOI Parc and all relevant service providers e.g. Local Authorities, Youth Offending Services, Education, Health, Police and Probation services.
- To develop and maintain effective partnerships between HMP & YOI Parc, Bridgend County Borough Council and Home Authorities in relation to young people in custody in order to meet the identified needs of the young people and promote their care and resettlement into their community.
- Facilitate Local Authority interaction with and reviews of young people who are, or have been, looked after or provided with services by their home Local Authority. Specifically, the social worker will work to ensure that those young people receive the services they are entitled to by statute.

- Attend and provide progress reports to relevant young people's LAC and Pathway Plan Reviews.
- Ensure young people who make allegations about abuse that has taken place within the YOI or before they entered the YOI are referred to the Bridgend County Borough Council Multi Agency Safeguarding Hub (MASH).
- Participate in and provide reports for strategy discussions, core groups or case conferences held in relation to young people in the YOI.
- Facilitate Section 47 enquiries carried out by the MASH and provide any information that is required to assist investigations.
- Undertake Initial Assessments of those young people who are identified as potentially requiring Care and Support Services following release.
- Ensure young people who are identified as a child in need are referred to the local authority in whose area the young person will be living on release.
- Contribute to relevant remand and sentence planning meetings and the child's plan to ensure effective resettlement and reduce reoffending.
- To work alongside YOI senior managers to ensure that all public protection issues are considered and addressed under relevant procedures.
- To work alongside YOI senior managers to ensure that Safety and Wellbeing assessments and plans are in place for young people, and communicated to relevant staff, including the external YOS.
- To maintain records and produce reports as required by HMP & YOI Parc and Bridgend County Borough Council.
- To work alongside the YOI caseworker/YOS worker to ensure the establishment has set up systems to identify young people's legal status on arrival at YOI Parc and provide information and support to all new arrivals via the YOI Parc induction process.
- Keep up to date with research, develop and disseminate greater understanding of evidence-based practice, providing professional assistance and guidance to colleagues within the directorate and other agencies as appropriate.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training and development activities and encourage and support the continuous professional development of others.
- To assist in the development and updating of children's safeguarding policies and procedures within HMP & YOI Parc.
- Contributing to service delivery, practice standards and staff performance.
- Hold a small caseload comprising of sensitive, high risk and complex cases of young people open to the Youth Justice Service where necessary.
- Complete analytical risk assessments to a high standard and monitor the quality of assessments produced by other members of the team as part of a Quality Assurance group.
- Deliver evidenced based interventions (EBI) to children and families that enable them to take control of their lives ensuring the child's safety at

the same time and monitor the quality and integrity of the EBIs where necessary.

- Chair, lead and participate in multi-agency meetings
- Provide professional advice and information on research, practice, and evidenced based interventions.
- Exercise advanced decision making in social work practice and to offer professional advice on the wide range of issues emerging within Youth Justice Service and Children's Social care.
- Offer support in all areas of the management of the Youth Justice Service.
- Participate in effective multi-disciplinary working with partner agencies.
- Deliver training to the wider team on approaches that can effect change within children, young people and their families and upskill staff within the Youth Justice Service and Childrens Social Care.
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training and development activities

## **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 Team or Children's IAA Service within MASH.

### **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**

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

## Person Specification

### Senior Practitioner – Youth Justice Service & HMP & YOI Parc

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
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• Hold a Professional qualification in either Social Work or Probation.</li> <li>• Be registered with Social Care Wales or equivalent.</li> <li>• Evidence of continuing professional development such as that required for continued registration.</li> </ul>	Yes   Yes  Yes	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of 3 years post qualifying experience in children’s safeguarding, probation and/or youth justice services.</li> <li>• Extensive experience of working with families with complex needs and managing risk issues.</li> <li>• Knowledge of the legislation relating to children and young people including the Children’s Act 1989 &amp; 2004; Social Services and Wellbeing Act 2014; Crime and Disorder Act 1989; Legal Aid, Sentencing and Punishment of Offenders Act 2012.</li> <li>• Extensive experience of performing complex case management tasks including assessment, intervention planning and delivery.</li> <li>• Extensive experience of managing risk and supporting others in identifying risk factors and subsequent protective factors .</li> </ul>	Yes   Yes  Yes   Yes	Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to make decisions appropriately.</li> <li>• Excellent skills in investigation and assessment.</li> <li>• Capacity to problem solve whilst working under pressure.</li> <li>• Ability to provide constructive working relationships with colleagues and agencies.</li> <li>• Good interpersonal and communication skills including face-to-face communication and written work.</li> <li>• Effective IT skills to make optimum use of available communication media to disseminate information and maintain computer-based records in line with government requirements.</li> <li>• Ability to deal with sensitive issues, manage conflicting views and expectations and cope with unpredictable issues and behaviours.</li> <li>• Ability to demonstrate a commitment to protecting children and young people and valuing diversity and respect for others language, religion and culture.</li> <li>• Ability to present reports and information</li> <li>• Ability to comprehend complex information</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<b>Skills &amp; Personal Qualities</b>

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Skills &amp; Personal Qualities (continued)</b>	<ul style="list-style-type: none"> <li>• Ability to think clearly and demonstrate good organisational skills.</li> <li>• Ability to define and achieve targets.</li> <li>• Driving licence with access to vehicle.</li> <li>• The ability to communicate through the medium of Welsh.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Production of original Qualification Certificates and application form.</p>