



POSITIVE STEPS

SUPPORT | CHALLENGE | CHANGE

JOB DESCRIPTION: Case Manager - YJS and Missing from Home

Job Title: Case Manager YJS & Missing from Home
Location: Hybrid
Team/Directorate: Youth Justice and Missing from Home Service
Responsible To: Operational Manager
Responsible For: N/A
Salary Band: PS04

JOB PURPOSE

- Responsible for the case management of children open to the youth justice and missing from home service

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Managing a case load of children working with youth justice and missing from home service to promote desistance, minimise risk of harm, safeguard children and protect the public
- Managing a case load of children working with youth justice and missing from home in line with relevant legislation, quality standards and best practice and codes of ethics to safeguard the service
- Conduct statutory assessments, pre-sentence reports and subsequent interventions to improve outcomes for children
- Undertake accurate, timely recording on digital caseload management system to meet contract requirements
- Provide a duty service for courts to improve outcomes for children
- Maintain strong relationships with relevant partners to improve outcomes for children
- Apply co production principles to ensure that the user's voice is represented in service delivery
- Apply the consistent application of all relevant policies and procedures including safeguarding, health & safety and equality & diversity to ensure a

compliant service

- Undertake any other duties in order to meet service and organisational objectives following consultation with your manager

Key Relationships – Internal & External

- External – Local partners, criminal justice organisations and education providers
- Internal – Staff and volunteers

JOB TITLE Operational Manager - YJS and Missing from Home

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and specific training	<ul style="list-style-type: none">• Educated to degree level in a relevant subject area	
Experience	<ul style="list-style-type: none">• Demonstrable experience of working with children in the field of youth justice/safeguarding services or a related field• Demonstrable experience of developing productive and effective relationships with children• Demonstrable experience of undertaking formal assessments• Demonstrable experience of	

	<p>planning, monitoring and evaluating your own work</p> <ul style="list-style-type: none"> • Demonstrable experience of multi-agency working • Demonstrable experience of communicating through verbal and written reports and presentations • Demonstrable success in promoting diversity 	
Knowledge	<ul style="list-style-type: none"> • Understanding of Criminal Justice or Safeguarding Services • Understanding of risk management, safeguarding legislation and guidance, implementation of Child Protection Procedures and the boundaries of professional relationships • Understanding of adolescent development and the impact of trauma • Understanding of Health & Safety legal requirements and best practice 	
Skills	<ul style="list-style-type: none"> • Developed communication and presentational skills, with the ability to communicate ideas, issues, systems and procedures successfully at all levels to a variety of audiences • Developed skills in creativity and original thinking with the ability to develop practical solutions to problems • Developed skills in formal assessment and report writing • Developed inter-personal and team working skills 	

	<ul style="list-style-type: none"> • Developed skills in Microsoft Office and database systems • Developed ability to engage children, families and other professionals 	
Personal attributes	<ul style="list-style-type: none"> • Sound judgement and awareness of organisational and political sensitivities • Resilient and able to work independently as required • Sound professional and tactical judgement and the ability to establish priorities and principles • Commitment to Positive Steps vision and values 	
Additional requirements	<ul style="list-style-type: none"> • Prepared to work flexibly to meet the needs of customers and organisation • Prepared to travel throughout the region and at times the country. • Evening and weekend work required • Enhanced DBS required 	

