

# Prevention Case Manager Youth Offending Service

Closing date: 22 March 2019

Interview date: 09 April 2019



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# Applying For This Vacancy

Please read the information in this document before you complete your application form.

**You will need to make clear in your application form:**

- **Why you are interested in the position**
- **What relevant skills and experience you have (refer to the Job Description and Person Specification)**

Please complete the online application form in full as shortlisting will be based on the information provided on your application form.

Go to the job advert page and click on “Apply online”. You will be asked to register before you can complete your online form. Tips on applying online can be found at:

<https://www.bracknell-forest.gov.uk/jobs/applying-job/tips-online-applications>

We will be in touch with you via your email address.

You can still access the job details/application pack and view your application form after the closing date by logging into your account. You can also check the status of your application (e.g. whether shortlisting has taken place) in the same way.

## Any problems?

If you have any queries about your application, please contact the recruitment team at [Recruitment@bracknell-forest.gov.uk](mailto:Recruitment@bracknell-forest.gov.uk)

If you experience any technical issues with your application, please contact the Jobsgopublic support team at [support@jobsgopublic.com](mailto:support@jobsgopublic.com) or call 0207 427 8250.

Our preferred method of application is online, but if you are unable to do this, please contact the recruitment team, as above.

# Job Description

Department: People	Section/Establishment: Youth Offending Service
Job Title: Prevention Case Manager 0.5FTE (18.5 hours per week)	Grade/Salary Range BG-G

## JOB PURPOSE:

The Prevention Case Manager, will assess and work with a caseload of young people at risk of offending to deliver individual support programmes designed to prevent young people offending and becoming involved in the Criminal Justice System

## DESIGNATION OF POST & POSITION WITHIN DEPARTMENTAL STRUCTURE

Prevention Case Manager will report to the Youth Offending Service Operational Manager.

## MAIN DUTIES AND RESPONSIBILITIES

To carry out assessments of young people considered to be 'at risk' of offending referred by Bracknell agencies, including the assessment of risk of harm to others and vulnerability.

To manage a caseload of young people assessed as 'at risk' of offending and develop and deliver individual support plans to address the risk factors in each case, working in close partnership with other professionals involved in the management of child protection and children 'in need' cases.

To carry out Groupwork to prevent young people being Sexually and/or Criminally Exploited and/or entering into domestic abuse relationships

To organise positive activities for young people at risk of offending during school holidays

To promote the YOS Prevention Service to referring agencies and liaise with professionals from those agencies regarding referrals to the Service

To maintain appropriate case management records on Childview Youth Justice IT system

To participate in the YOS office duty system and representing the YOS in the Youth Court as required

To work flexibly to meet the needs of children and their families. This may include working in the evenings as required by line management.

To participate constructively in supervision with Line Manager and to undertake appropriate training activities.

To carry out all duties in a manner that promotes equality of opportunity and anti-discriminatory practice and the protection of children as a priority

To undertake any other duties as may be appropriate to the level and nature of the post, as determined by the Head of YOS.

**SCOPE OF JOB (Budgetary/Resource control, Impact)**

No budgetary or resource control

Impact: Provide high quality professional interface with colleagues from local agencies. Young people and families who use this service may be volatile and/or have difficulty with emotional regulation

# Person Specification

JOB TITLE; Prevention Case Manager	SECTION/ESTABLISHMENT; Youth Offending Service
DEPARTMENT: Children, young people and Learning	

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; Training:</b>	2 years experience of working in one of the following settings Social Work, Health, Education, Probation	Qualifications / training certificates related to the functions of the post
<b>Competence Summary</b> (knowledge, abilities, skills, experience)	<p>Experience of working with young people of primary and secondary school age who have complex needs.</p> <p>Knowledge of the Youth Justice System and relevant legislation</p> <p>Experience of working with families with complex needs</p> <p>Assessment skills and knowledge of risk factors associated with offending.</p> <p>Sound knowledge of child protection procedures and childcare legislation</p> <p>Good IT skills</p>	<p>Experience of working with offenders</p> <p>Experience of working in a multi-agency setting.</p>
Work-related Requirements	<p>Personal</p> <p>Ability to demonstrate the values and behaviours of the Organisation</p> <p>Ability to keep abreast of legislative and practice developments and take these forward into practice.</p>	

	<p>Commitment to anti-discriminatory practice.</p> <p>Able to work outside office hours.</p> <p>Commitment to keeping up to date and comprehensive case records</p>	
<b>Other Work Requirements</b>	<p>Hold a current driving licence and have access to a vehicle.</p> <p>Commitment to undertake training as necessary</p>	

# About the Department

The following link takes you to more information about our Department:

<https://www.bracknell-forest.gov.uk/council-and-democracy/how-council-works/council-staff-and-departments>

## Location

This position is based at 76 Binfield Road, Bracknell RG42 2AR

## Work Style / Parking

Your work style is "Free", because your job requires you to work away from a desk on a regular basis. Roles which involve working in the field/attending meetings at workbase and other offices and/or working in other locations, eg schools, doctors surgeries and could in part be done at home or another location for a proportion of the working week.

For a 5:3 desk ratio this amounts to 40% away from the desk. The extent, timing and location of remote working will be by agreement with your manager and local working practices. Further details of the workstyles can be found in the Council's Flexible Working Policy.

As a required car user you will be entitled to free parking.

## Learning and Development

It is important to us that you feel confident and able to do a good job. We actively encourage all employees to take up the wide variety of learning and development available. We use a formal appraisal process and electronic training needs analyses to identify skills gaps and personal development opportunities.

As well as face to face workshops, we support coaching and mentoring opportunities, secondments, project working and access to a range of e-learning.

## Values and Behaviours

The council shares a set of values that we try to demonstrate in all that we do.

We are **Forward thinking** – we innovate, we plan, we focus on delivery.

We are **Open-minded** – we learn from what we do and are open to new ways of doing things.

We are **Respectful** of others – and treat them as we would wish to be treated ourselves.

We **Work together** as one Council, and we work together with partners and customers.

We are **Adaptable** - we embrace change, and we are flexible.

We are **Resilient** - we bounce back from setbacks and we find a way to carry on.

We are **Determined** – we have a “can do” attitude.

We show that we have these values in what we do, and how we do it.

It's important that we can learn and change; that we can find ways to solve problems; that we do the right things in the most cost-effective way; that we help to make things happen; that we are business-like in understanding risk, change and affordability; that we work well with others in a positive way.

If this sounds like the sort of people you'd like to work with, then we think we would like to work with you!

## Staff Benefits

Please visit <https://www.bracknell-forest.gov.uk/jobs/working-council>

# Terms and Conditions

Our Terms and Conditions are those of the National Joint Council for Local Government Services. The post will be offered as a permanent appointment subject to one month's notice on either side.

Offers of appointment are subject to right to work, satisfactory references, medical clearance and if applicable to the post, a Disclosure & Barring Service check. All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period.

## Salary

The salary will be within the local Bracknell Grade G. The grade range is £14,392.50 - £16,439 pro rata for 18.5 hours; the starting salary offered will depend on your experience.

Your salary will go up by one point in the grade each year until you reach the top of the grade.

There is also a local weighting of £304.50 per annum, pro rata for 18.5 hours.

## Car Allowance

You are designated as an Essential Car User. Current Essential Car User rates are as follows:

Per mile	
<b>Lump sum per annum</b>	£963
<b>First 8,500 business miles</b>	40.9p
<b>After 8,500 business miles</b>	14.4p

Entitlement to Essential Car User Allowance is dependent upon continuing to average 3 or more eligible journeys per week to deliver services or support directly to the community (e.g. to the public/schools/Council operated centres). Entitlement will be periodically reviewed.

## Working Hours

Your normal working week is 18.5 hours per week.

## Holidays

The annual holiday entitlement is 99.9 hours (pro rata for part time) days plus bank holidays.

Annual holiday entitlement increases with length of service (18.5 hours (pro rata for part time) extra days after 3 years continuous Local Government service).

To give you extra flexibility, you have the option of buying, selling or banking annual leave. By arrangement with your manager, you can buy or bank up to 10 days or sell up to 5 days (subject to making sure your leave days do not fall below 20 days per year). Pro rata for part time staff.

## Pension

Bracknell Forest Council operates the Local Government Pension Scheme, which is a Career Average Re-evaluated Earnings (CARE) scheme, open to everyone up to the age of 75. Contributions depend on salary level, for example, a salary of £21,001 to £34,000pa contributes at 6.5%.

# More About Applying

## References

On your application form you will be asked to provide the names and addresses of two people who will provide a reference. At least one should be from your current/most recent employer. If you are not currently working with vulnerable children but have done so in the past it is important that a reference is obtained from the employer by whom you were most recently employed working with vulnerable children.

Employment references must be provided by your current or most recent line manager and **will not** be accepted from relatives or people writing solely in the capacity of friends. However, your referees may include someone you know with standing in the community i.e. a teacher, vicar etc

## Working in the UK

You must be entitled to work in the UK before you can start work with us. If you have any doubt of your ability to work in the UK visit: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

## Positive about people with a Disability



We are a Disability Symbol User and as such have made a commitment to guarantee an interview to all applicants with a disability who meet the essential criteria of the person specification.

To help us with our commitment to this guarantee, please indicate if you have a disability on your application form.

## Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

## Medical Questionnaire

You may be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant will be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

# Working with Children and Adults at Risk

Bracknell Forest Council is committed to safeguarding and promoting the welfare of children and young people/adults at risk and expects all employees, workers and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

This position requires an Enhanced DBS check (formerly known as a CRB disclosure) because it involves contact with (or access to data concerning) children/young people/adults at risk. On your application form, you will need to tell us about any spent convictions, cautions, reprimands or warnings which may later appear on your DBS Certificate.

To find out more about the application process for working with children, young people and adults at risk visit <https://www.bracknell-forest.gov.uk/applying-job/applications-work-children-young-people-or-adults-risk>

The Local Safeguarding Children's Board (LSCB) has responsibility for working together to oversee the safety and well-being of children and young people in Bracknell Forest. Find out more about the LSCB at <https://www.bracknell-forest.gov.uk/health-and-social-care/keeping-adults-and-children-safe/protecting-children/safeguarding-children-board>

## What Happens Next To Your Application?

To find out more about the recruitment process please visit <https://www.bracknell-forest.gov.uk/jobs/applying-job/recruitment-process>