

# A.A. AGENCY LTD.

Please note all our employers are Local Authority.

## JOB DESCRIPTION

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| <b>Post Title:</b><br><br>Prevention (Key Worker)<br>YOT | <b>Post No.</b>  | <b>Rate:</b><br><br>£12 p/h                     |
| <b>Directorate:</b><br><br>Children's Services           | <b>Division:</b> | <b>Section:</b><br><br>Youth Offending Services |

**Locations:** Tower Hamlet, New Ham, Kensington & Chelsea, Wandsworth, Croydon, Bromley, Camden, Waltham Forest. Southwark, Islington, City of London, Greenwich Etc.

**Responsible to:** Early Intervention Manager

**Responsible for:** Prevention Key worker will be responsible for the management of a caseload and the delivery of interventions and programmes designed to prevent offending and anti – social behaviour by children referred to the preventative services.

### PURPOSE OF THE JOB

1. To provide, initiate and, develop early intervention programme designed to prevent young people engaging in criminal activities and anti – social behaviour.
2. To work as a part of a team and to work with other statutory and voluntary agencies.

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### MAIN DUTIES & RESPONSIBILITIES

1. To manage a caseload and deliver intensive one to one and group work with children at risk or involved in offending or anti-social behaviour.
2. To be responsible for undertaking assessments relating to risk factors associated with predicting offending by children.
3. To translate assessments into effective and innovative interventions.
4. To deliver interventions appropriate to the areas of risk factors identified through the referral and assessments process.
5. To negotiate and actively refer children and their families into appropriate services provided public and voluntary sector providers.

6. To prepare reports for Team Around Child (TAC), Social Inclusion Panel (SIP), Youth Inclusion & Support Panel (YISP), case conferences and any other relevant professional meeting.
7. To provide individual support and face to face contact with children and young people on intervention programme according to locally agreed standards.
8. To maintain appropriate case management records either on a computerised client information system or in a manual written case files.
9. To work flexibly to meet the needs of children, young people and their families. This will include working in the evenings and at weekends as required by line manager.
10. To participate constructively in supervision with the line manager to undertake appropriate training activities.
11. To maintain and contribute to the ongoing development of systems for monitoring the effective use of resources, according to financial regulations, in order to achieve council policies and organisations objectives.
12. Responsible for the effective and efficient use of delegated resources, according to financial regulations, in order to achieve Council policies and organisational objectives.
13. To develop creative and imaginative prevention programmes to engage young people within the team and to work on addressing, resolving issues outside existing practices, policies and/or Legislations.

**Specific Duties:**

1. Work directly with young people as directed by the YOT service within the guidelines of the YJB and National standards.
2. Convene regular meeting to facilitate information exchange, consultation and CO – operative working.
3. Initiate and/or arrange and attend training events according to express needs and demands of the service.
4. Responsible for buildings used, health and safety and the security of equipment and premises.
5. Ensuring that administrative and financial responsibilities are conducted according to Council procedures and regulations.
6. Promoting services and practices that actively develop equal opportunities that oppose and challenge all forms of discrimination.
7. Establish effective systems for liaison with, and involvement of parents, careers, other agencies and interested parties within the community as appropriate and the active participation of service users.

8. Establish links with other departments and providers to ensure effective delivery of services to children, young people and parents.
9. Ensuring that services meet the requirements of appropriate legislations and that policies and procedures are implemented.
10. Undertake any such duties which may, from time to time arise, which are commensurate with the grade.

The post holder will be subject to an Enhanced level criminal Records Bureau Check on appointment and every three years thereafter.

**Equal Opportunities Statement**

The post holder will comply with the Councils Equal Opportunities Policy and will assist with its development and promotion within the section.