



HM Prison & Probation Service

Job Description (JD)

Band 4

Group Profile – Prison Officer Specialist (POS)

Job Description – POS : Specialist Youth Justice Worker

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Job Description

Job Title	POS : Specialist Youth Justice Worker
Group Profile	Prison Officer Specialist
Organisation Level	Delivery 3-4
Band	4

Overview of the job	<p>This is an operational job within the prison officer role profile but specific to a youth secure accommodation establishment.</p> <p>The Youth Custody Service (YCS) delivers a caring, rehabilitative culture that focusses on the individual needs of young people (aged 18 and under). It uses its expert understanding of the causes of offending behaviour in young people to support them to turn their lives around and reduce the risk of reoffending, both by developing intervention strategies within the secure estate, and by modelling rehabilitative behaviours in every interaction.</p> <p>The YCS seeks to ensure that young peoples' time in custody is spent improving their health, education and rehabilitation outcomes, as well as making the most of opportunities to develop into healthy adults, able to make a positive contribution to society upon release.</p> <p>A well-trained workforce, motivated to work with young people in custody and able to affect positive change through individual, encouraging relationships with young people, is key to creating a culture where young people are supported, cared for and motivated to engage, develop and change, in line with rehabilitative principles.</p> <p>We value the specialist skills of those working in the youth estate, and their desire to improve the lives of young people. We will invest in developing a high-performing and inspiring workforce through ongoing professional development, and establishing a distinct career path for those working to rehabilitate young people.</p>
Summary	<p>The Youth Justice Specialist Worker role is a rewarding and challenging position, which combines the essential elements of caring for young people within custody, ensuring security is retained within a safe and secure environment and reducing their risk of reoffending. Youth justice Specialists will also facilitate the personal, social and emotional development of the young people in their care, many of whom are particularly vulnerable or have complex and challenging needs.</p> <p>All Youth Justice Specialist Workers are expected to build constructive and motivational relationships, ensuring:</p> <ul style="list-style-type: none"> • Young people feel safe and supported. • Young people's individual needs are met. • Young people engage in learning and training to build a positive and productive pathway into communities. • Young people are better able to build positive and pro-social relationships with peers and appropriate adults. • Young people have access to high-quality services that address their offending behaviour, remove barriers to learning and engagement and provide appropriate support during custody and on return to the wider community.

	<p>The position demands specialist skills and you will be required to have relevant qualifications/training or experience and an aptitude for working with young people. Alongside the role, you will be required to undertake further training which could include:</p> <ul style="list-style-type: none"> • Modules of the level four youth justice qualification which could include the Youth Justice Effective Practice Certificate, or an equivalent. • Specific courses in practice areas; for example, behavioural management, mental health needs, substance misuse, CSRA (Cell Sharing Risk Assessment) and ACCT (Assessment, Care in Custody and Teamwork). • Learning through reflective practice. <p>Young people in custody face diverse and complex issues. To support them to turn their lives around, the jobholder will be required to deliver a safe and decent regime, including use of restraint techniques where necessary.</p> <p>This is an operational job with no line management responsibilities.</p>
<p>Responsibilities, Activities and Duties</p>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <p>Typical tasks associated with this Group Profile include:</p> <ul style="list-style-type: none"> • Supervise, manage and control prisoners decently, safely and securely whilst carrying out all activities. • Understand, apply and conform to national and local policies. • Establish, develop and maintain professional relationships with prisoners and staff. • Maintain and update systems in line with local agreements. • Prepare relevant documentation to managers for verification/quality checking purposes. • Attend and contribute to relevant meetings as required. • Exercise the powers of a Constable. • Conduct searches on prisoners, staff and visitors as required. • Undertakes 'first on scene' incident response. <p>Specifically within youth custody service the job holder will:</p> <ul style="list-style-type: none"> • Help young people to settle, feel safe and calm with the ability to identify and resolve issues and concerns and effectively manage interpersonal conflict. • Lead multi-disciplinary meetings, contribute detailed, well-informed knowledge about individual young people and the causes of offending behaviour. • Create individualised goal-oriented plans which will help young people to engage in constructive activities, to prepare for education, work, or training upon release, and to desist from crime. • As part of Custody Support Plans, work with young people on a regular basis to progress their personalised support plan and to resolve any concerns or challenges they may have. • Understand that young people spend much of their sentence in the community. Work with caseworkers and community service partners to ensure effective sentence completion as described in sentence plans, and support young people's effective progression to education, training or employment on release. • Use engagement skills and understanding of the causes behind offending behaviour to interact daily with young people to improve their positive interpersonal skills and to reduce their offending behaviour. • Work closely with other disciplines (e.g. education, health and psychology) using knowledge of young people's development to promote learning and progression beyond custody.

- Design and run activities, community/environmental projects, residential activities, outdoor education and sporting activities.
- Facilitate interventions with young people; with appropriate training and under professional supervision, ensuring every interaction with young people takes into account their psychological, social and personal need.
- Make key decisions across all aspects of managing the welfare of young people including health and safety, security, and safeguarding, reporting to your line manager and make referrals to appropriate agencies, facilitated by effective data sharing.
- Provide assessments of young people, on entry and throughout their stay in an establishment including security risk assessments.
- Work alongside the case management function, inputting to assessments and meetings, along with managing lower complexity cases.
- Implement delivery of self-harm and violence reduction strategies.
- Understand and carry out the policies and procedures regarding working with looked-after children.
- Engage in supervision with other staff including peers, health and psychology staff, to reflect on practice, discuss incidents and share effective practice.
- In line with National and local ACCT policies and procedures.
- Gather relevant information prior to an interview with the person 'at risk'. This will lead to identifying issues or concerns. This may involve the job holder:
 - Taking notes and comprehensively record the contents of the interview.
 - Complete a summary of key issues identified throughout the assessment interview and the next steps with the individual in crisis.
 - Identify triggers to self-harm and/or suicide.
 - Work collaboratively with the case manager and where applicable assist with the development of a personal care map.
 - When required follow up case reviews as agreed with case manager.
- Encourage responsible and respectful behaviour in young people.
- Maintain young people records by completing behaviour report entries and data entry onto the young people database investigating and progressing applications and complaints.

Job holders within this Group Profile will provide day to day supervision for Youth Justice Workers and Operational Support Grades (OSG). They will supervise and coordinate the delivery of the establishment's regime and activities within residential unit/areas to ensure all local/national policies are maintained. These are operational and prisoner-facing roles with no line management responsibilities.

Additional activities that Youth Justice Specialist Workers will be expected to perform include:

- Apply both mentoring and coaching skills to support the development of staff and colleagues.
- Provide coaching to less experienced staff and conduct assessment of practice for professional development awards.
- Be responsible for embedding rehabilitative culture change across establishments, instilling positivity and resilience in young people and less experienced colleagues. This will include working in a pro social manner that tackles young people's anti-social attitudes, thinking and behaviour in order to effect and reinforce positive change to support rehabilitative outcomes.
- Be proactive in development of self within the role, ensuring that regular meetings are held with the line manager and that all training is completed in full and on time.

	<p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. Duties may be administrative or operational and will be commensurate of this grade, and that of the Band 3 Youth Justice Worker as and when required. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.</p>
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Behaviours	<ul style="list-style-type: none"> • Delivering at Pace • Leadership • Communicating and Influencing • Working Together • Managing a Quality Service
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	<ul style="list-style-type: none"> • Must be competent in custodial procedures, including dynamic risk assessments.
Technical Requirements	<ul style="list-style-type: none"> • Successful completion of POELT and probation period. • Must have Custodial Care National Vocational Qualification (NVQ) 3. • Must be trained in restraint techniques. • Successful completion of modules one and two of Youth Justice Foundation degree.
Ability	

Minimum Eligibility	<ul style="list-style-type: none"> • All candidates are required to have passed YP SIMS. • All candidates are subject to security and identity checks prior to taking up post including DBS security clearance. • All external candidates are subject to 12 months' probation. Internal candidates are subject to probation if they have not already served a probation period within HMPPS. <p>All staff are required to declare whether they are a member of a group or organisation which HMPPS considers to be racist.</p>
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Hours of Work (Unsocial Hours) Allowances	<p>37 hour working week (standard).</p> <p>HMPPS Staff on closed pay structures only</p> <p>Additional Conditioned Hours Pensionable (ACHP) Staff moving from a closed 39 hour pay structure will be eligible for the two protected pensionable additional committed hours (ACHP). They will work a 39 hour week consisting of the standard 37 hour week and a further 2 additional hours (ACHP) paid at plain time pensionable rate.</p> <p>Unsocial Hours Working This role requires working regular unsocial hours and a 17% payment will be paid in addition to your basic pay to recognise this. Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and include working evenings, nights, weekends and Bank/Public holidays.</p>
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Success Profile

Behaviours	Strengths <small>It is advised strengths are chosen locally, recommended 4-8</small>	Ability	Experience	Technical
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Delivering at Pace			Must be competent in custodial procedures, including dynamic risk assessments	Successful completion of POELT and probation period.
Leadership				Must have Custodial Care National Vocational Qualification (NVQ) 3.
Communicating and Influencing				Must be trained in restraint techniques.
Working Together				Successful completion of modules one and two of Youth Justice Foundation degree.
Managing a Quality Service				