Job Description

Job Title	Targeted Services Officer
Directorate	Children and Young Peoples Services
Service Area	Supporting Communities
Grade	6
Competency Level	1
Salary	£36,581 - £41,177
Job Type	Hybrid
Location	Edge Hill Customer Focus Centre
Disclosure and barring service (DBS)	Enhanced DBS (Child Workforce and Child Barred list)
Job Evaluation Ref No	

Job Purpose

- To provide a range of services as required to courts, families, young offenders, young people at risk of offending, young people at risk of poor life chances, victims and the community.
- To develop projects and activities with young people to enhance their skills, confidence, personal and social development.
- To work with other agencies to maximise the resources and opportunities available for young people.

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Directly Responsible For:

Not Applicable

Directly Responsible To:

Senior Practitioner

Main Areas of Responsibility:

- To work with and supervise young people in a variety of settings to reduce the risk of offending, reduce the risk of harm they may present to others and to ensure they are kept safe from harm.
- To assist in the development and delivery of programmes of work with young people, both group and individual.
- To ensure the views and needs of young people are represented in the services and programmes that are delivered by Targeted Services for Young people and wider LCC services.
- To record accurately all contact with and work undertaken with young people, maintaining appropriate records using the electronic recording system as required by Targeted Services for Young People.
- To assess, plan and deliver interventions according to the needs of young people and their families.
- To work with partners both statutory and voluntary and local communities to provide positive opportunities for young people.
- Advocate for and represent young people in a variety of settings.
- To support and work with the families of young people in contact with Targeted Services for Young People to enable them to address areas of concern and assist integration into mainstream statutory and voluntary services.

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- To ensure all programmes and activities are developed in line with the LCC commitment to equal opportunities and to provide non-discriminatory practice in all aspects of the work undertaken.

Supervision and Management Responsibility:

- No supervisory or line manager responsibility.

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.

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- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: **1.**

The competency framework can be found here.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

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Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Desirable

- Graduate or similar level of qualification in an area related to working with young people or offenders

Experience

Essential

- Experience of working with young people and their families (A,I)
- Experience of delivering group and individual programmes of work with young people (A,I)
- Experience of case management with young people (A,I)
- Knowledge of and experience of applying LCC Child Protection procedures (A,I)

Desirable

- Experience of working in a team and the ability to contribute to team and service developments

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Skills/Abilities

Essential

- Understanding of risk and safeguarding issues for young people (A,I,E)
- Ability to communicate effectively with young people including those who display challenging behaviour (A,I,E)
- Good communication skills both written and verbal (A,I,E)

Desirable

- Ability to use electronic recording systems with a good level of administrative and organisational skills
- Excellent listening and assessment skills

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- A personal commitment to contributing to the effectiveness of services to young people and communities
- A willingness to respond to changes in a positive manner and to proactively seek improvement to working practices
- A commitment to continuous personal development and learning
- A commitment to ensure equality of opportunity for all young people

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Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level
- Essential car user, full clean driving licence (A)

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