

## Job Description and Person Specification

### Job Title: Youth Coordinator (LDR)



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## Job Description

**JOB TITLE: YOUTH COORDINATOR**

**BAND: BAND 5**

**CARE GROUP: FORENSIC AND SPECIALIST CARE GROUP**

**DEPARTMENT: LIAISON DIVERSION AND RECONNECT (LDR)**

**HOURS OF WORK: 37.5 per week**

**RESPONSIBLE TO: LDR TEAM MANAGER/YOUTH PATHWAY LEAD**

**ACCOUNTABLE TO: LDR SERVICE MANAGER**

**BASE: THE RED HOUSE, MAIDSTONE\* - Countywide Service Provision, travel around the county required \*negotiable depending on where you live**

### **JOB PURPOSE:**

The Youth Coordinator will work as a member of LDR, providing screening and supported follow up for individuals, under the age of 18, coming to the attention of the criminal justice system.

Based mainly in the community but also working across police custody suites and courts, you will provide face to face and telephone screening/assessment of young people which will inform appropriate methods of disposal and help the young people access appropriate services. You will develop effective links with a multitude of services, enabling smooth pathways through the criminal justice system. You will provide the young person with supported access to community services, addressing health and social needs in an attempt to reduce reoffending. You will work closely with the Youth Offending Teams and other key partners, ensuring the most appropriate outcomes for young people within the criminal justice system.

### **KEY RESULT AREAS:**

- Extensive experience of working with young people and an ability to engage young people and encourage their involvement in the service
- An understanding of the specific needs relating to young people, especially those involved in the Criminal Justice System
- An understanding of the barriers to young people accessing support and how to overcome these
- Knowledge of relevant legislations and policies relating to the Criminal Justice System and specifically, to Youth Justice
- Knowledge of the criminal justice pathways and disposals for young people
- Knowledge of community services available to support the needs of young people
- Experience of conducting assessments, including risk and safeguarding
- Understanding of the principles of risk assessment, risk management and safeguarding
- Experience of multi-disciplinary and multi-agency working
- A basic understanding of the PACE Code of Practice
- Ability to communicate effectively and appropriately, both verbally and in writing, with young people, families/carers and other professionals

- Effective skills in time management and ability to efficiently prioritise workload
- Effective skills in caseload management
- Evidence of continued professional development and ongoing training

**RESPONSIBILITY:**

- Meet young people in the community to provide screenings/assessments in order to assess whether the young people require further support with any emotional, mental health or social needs
- To identify robust care pathways for individuals age 18 and under
- Liaise with health and social care services in the statutory and non-statutory sectors to manage the health and social needs of the young person
- To provide short term support agreed with young people through their intervention plan and encourage them to play an active part in their plan and facilitate engagement with services
- To be able to communicate and engage young people
- To act as an advocate for young people and parents/carers
- To undertake risk assessments and appropriate risk management for young people, including safeguarding
- To ensure any areas of concern or risk are communicated to LDR management in a timely fashion
- To provide the police, court and care providers with written information pertaining to the young person in a timely fashion
- To address the Court in person when necessary in order to advise on the needs of the young person, appropriate disposal and care pathway of the particular case
- To work closely and build links with agencies with Courts and Youth Offending Teams, acting as the main point of contact for young people within LDR
- Liaise with young people's mental health services such as crisis, inpatient, intake and assertive outreach clinical teams, to enable provision of high quality joined-up mental health care
- To provide supported specialist advice and guidance to the Youth Offending Teams and the custody suites where necessary
- To work autonomously, with the ability to organise and manage own time according to delegated workload
- Provide specialist training for staff within the criminal justice system and LDR
- Adhere to Local Authority policy concerning child protection and adult protection procedures and safeguarding
- Adhere to KMPT's policies, procedures and statutory requirements
- Adhere and refer to the LDR Service Manual
- Participate in staff supervision and appraisal systems in agreement with supervision standards identified through the KMPT
- Assist in the development of evaluation and auditing processes to ensure best practice and best value for young people
- To take accountability for own professional practice in line with relevant professional codes of conduct
- To ensure all mandatory training (KMPT and LDR specific) is up to date, and identify and attend any additional training relevant to role
- To maintain accurate and up to date records using RIO
- To align practice to the national Liaison and Diversion guidance for working with children and youths
- To report outcomes and develop services through the LDR governance structure

**ENVIRONMENT:**

This role is a combination of working from home, working from the office and traveling around Kent and Medway to meet young people in the community and custody. You must have a car and a valid driver's license.

**JOB SUMMARY:**

Working mainly in the community, you will provide face to face and telephone psychosocial screenings/assessments of young people, which will inform appropriate methods of disposal and improve access to multiagency support for these groups of vulnerable young people to ensure their needs are being met. You will provide additional support to the young people in the community. You will develop effective links with a multitude of services, enabling smooth pathways through the criminal justice system. You will work closely with the Youth Offending Teams and other key partners, including reporting to Courts, ensuring the most appropriate outcomes for young people within the criminal justice system.

**COMMUNICATIONS AND WORKING RELATIONSHIPS:**

You will be required to work closely with your LDR colleagues, your colleagues in other KMPT services and various external agencies, such as Youth Offending Teams, Children & Young Person's Mental Health Services, Police, Courts, Social Services, Early Help and other relevant services.

**STANDARDS OF BUSINESS CONDUCT:**

The post holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions and at all times, deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers.

**HEALTH AND SAFETY:**

The post holder will be required to observe local Health and Safety arrangements and take reasonable care of him/herself and persons that may be affected by his/her work.

**INFECTION, PREVENTION AND CONTROL**

All employees are personally accountable for their actions and responsible for ensuring that they comply with Infection Prevention and Control related policies. All employees must understand their legal duty to take reasonable care of their own health, safety and security and that of other people who may be affected by their actions or omissions and for reporting untoward incidents and areas of concern.

**SAFEGUARDING:**

All staff have a duty to identify, report and record incidents of potential or actual abuse. This statement applies whether the victim is an adult or child. All queries will be addressed by the Trust Safeguarding Team.

**PERFORMANCE REVIEW:**

This job description will be used as a basis for individual performance review between the post holder and the Manager.

The job description covers only the key result areas, and as such does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed each April, and may develop to meet the changing needs of the service.

The post holder will need to take due account, in the way they achieve the key result areas of Trust policies and procedures.

The Trust aims to maintain the goodwill and confidence of its own staff service and users and the general public. To assist in achieving the objective it is essential that at all times, employees carry out their duties in a courteous and sympathetic manner.

The post holder will carry out their duties in accordance with the Trust Equal Opportunities Policy respecting the differing backgrounds of colleagues and clients.

**CONTINUOUS IMPROVEMENT:**

The Kent and Medway NHS and Social Care Partnership Trust has adopted a strategy for Continuous Improvement and all members of staff employed by the Trust are expected to play an active role in development and improving services to the benefit of patients.

**THE TRUST'S MISSION STATEMENT:**

To put patients first by providing community based, high quality and responsive healthcare services, delivered by well trained and supported staff who work with relatives, carers and other agencies in the best interests of patients.

**STATEMENT OF THE TRUST'S AIMS AND VALUES:**

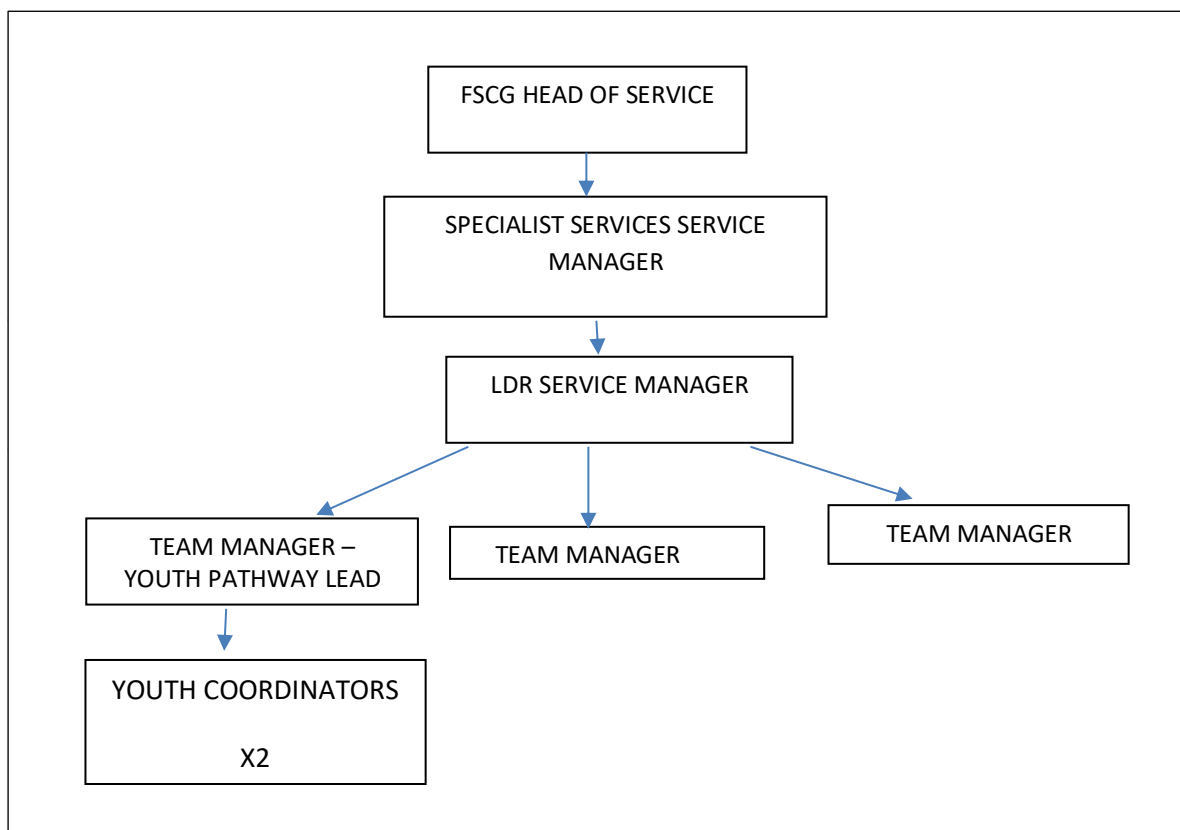
- To remain patient focused at all times by providing high quality and responsive healthcare services in hospitals and the community.
- To work closely with patients, their families, carer groups, local communities and other organisations ensuring care is co-ordinated.
- To respect and develop every member of staff by encouraging and supporting them in their personal and professional development and by valuing their input through recognition and individual reviews.
- To be innovative and proactive by encouraging staff to initiate new ideas in working practices and ensuring a process and continuous improvement in the way services are provided.

- To provide best practice and value-for-money by reviewing and evaluating services and sharing information internally and externally.

### CONFIDENTIALITY:

The Kent and Medway NHS and Social Care Partnership Trust employees are required to ensure that information about patients is safeguarded to maintain confidentiality and is kept securely in accordance with NHS requirements of 1999. (The Caldicott Committee's Report on the review of patient-identifiable information 1997, & HSC/1999/012). This means that patient information can only be passed to someone else if it contributes to the provision of care or the effective management of health care services within the Trust.

### ORGANISATION CHART:



## Person Specification

### Knowledge, Skills, Training and Experience

	Essential	Desirable
<b>Training, Qualifications and Registration</b>	<ul style="list-style-type: none"> <li>• Qualification in clinical or youth related field and/or equivalent experience</li> <li>• Further training relevant to the role</li> </ul>	<p>Essential (E)</p> <p>Essential (E)</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people experiencing mental health, learning disabilities, speech language and communication difficulties and/or other health and social needs</li> <li>• Experience in conducting screenings and assessments, taking in to account all health and social needs, risk and safeguarding</li> <li>• Experience within the Criminal Justice System (CJS)</li> <li>• Experience of liaising with a variety of community organisations/services both statutory and non-statutory (multi-agency working)</li> </ul>	<p>E</p> <p>E</p> <p>D</p> <p>E</p>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge of adult and child safeguarding procedures</li> <li>• Knowledge of the Criminal Justice System (CJS), specifically Youth Justice (YJ)</li> <li>• Knowledge of relevant legislations and policies relating to the CJS and specifically to YJ</li> <li>• Knowledge of common issues specifically related to young people and the community</li> </ul>	<p>E</p> <p>D</p> <p>D</p> <p>E</p>

	<p>services and support available to support the needs of young people and barriers</p> <ul style="list-style-type: none"> <li>• Understanding in the principles of risk assessment and risk management</li> <li>• Working knowledge of Clinical Governance and how practitioners can contribute to this</li> <li>• Ability to engage young people and work effectively with their support systems</li> <li>• Advanced communication skills using a variety of mediums; being able to adapt methods/style/approach as appropriate</li> <li>• Ability to respond efficiently to complex information within tight deadlines and prioritise accordingly</li> <li>• Ability to work autonomously and work co-operatively as part of a team</li> <li>• Planning and decision-making skills</li> <li>• Computer literacy</li> <li>• Ability to record and maintain written notes.</li> </ul>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to travel across a wide geographical area (Kent and Medway) in a timely and flexible manner in accordance with the needs of the job</li> <li>• Possession of a current driving license and car</li> </ul>	<p>E</p> <p>E</p>