



Job Description

<i>Position:</i>	Youth Justice Worker
<i>Team:</i>	Child and Youth Services
<i>Location:</i>	Safer Mid Canterbury Offices
<i>Hours of Work:</i>	40 Hours per week
<i>Date Issued:</i>	May 2022
<i>Reports to:</i>	Team Leader – Child and Youth Services
<i>Purpose:</i>	To support and encourage clients through a targeted programme for young people aged 10 to 18 years who have been identified being at risk of offending or to reduce the risk of re-offending.

Strategic Goals of Safer Mid Canterbury

A Safer, Stronger Community

Strong and Healthy Families

Working Together

Positive Pathways for Young People

Qualifications:

The person will have relevant experience and/or training in a field that furnishes them with the skills and experience needed for a position of this type.

Functional Relationships:

Internal to Safer Mid Canterbury District:

- ❖ Safer Mid Canterbury General Manager
- ❖ Safer Mid Canterbury Team leaders
- ❖ Safer Mid Canterbury Admin and Finance Team
- ❖ Safer Mid Canterbury Service Staff

External to Mid Canterbury:

- ❖ Mid Canterbury Schools
 - ❖ Specialist Education Services
 - ❖ Police
 - ❖ Social Service Agencies (Govt and NGO's)
 - ❖ Oranga Tamariki
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Target group:

Children and young people aged 10 to 18 years with one or more of the following: Social, educational, emotional and behavioural problems as identified by an agency, young person and/or their family/whanau.

Goal:

- ❖ To reduce drift into anti-social or criminal behaviour
- ❖ To reduce levels of serious and/or persistent reoffending
- ❖ To reduce the risk of escalation to more formal Youth Justice processes
- ❖ To increase involvement in education, training and work
- ❖ To increase social skills through attendance at group activities
- ❖ To assist the clients to benefit from interventions of other agencies
- ❖ To improve the clients' self esteem and confidence
- ❖ To improve the clients' emotional well-being
- ❖ To support clients while on bail
- ❖ To support clients returning to the community after leaving residence
- ❖ To provide an alternative to residence for young people

Key Functions:

1. Receive referrals from the police / Oranga Tamariki.

Outcome

- Referrals received and acknowledged
- Respond to all referrals
- Report delivered once initial contact has been made

Measures

- Referrals acknowledged and responded to in a timely manor
- Reporting is completed accurately and in a timely manor

2. Identify client needs in conjunction with clients, family/whanau and/or service agencies and schools.

Outcome

- Liaise, as appropriate, with school, family/whanau, agencies, to identify the specific needs of each client
- Attend Family Group Conferences with clients or when likely to be referred
- Specific outcomes and needs for each client are identified and reporting is planned

Measures

- Client needs identified appropriately
- Reporting to be delivered on time

3. Develop personal plans for clients; supporting each young person to complete their personal plan, amending the plans as necessary and monitoring and evaluating plans.

Outcome

- Each client will have a goal orientated personal plan to work toward
- Provide support and motivation to the client to ensure their success
- Be a positive role model and identify learning outcomes to support the specific client and plan
- Ongoing support is provided to meet the plan and where difficulties arise, or circumstances change, plan is amended to suit, and/or barriers are overcome
- Ensure sign off is achieved by appropriate signatory
- Personal plans are referred to and progress on plan completion is evaluated at regular intervals

Measures

- Personal plan created for each client with specific and measurable goals
- Plan outcomes and timeframes achieved

4. Make referrals to any agency, if identified as being able to support the young person or Family/Whanau or to develop the young person.

Outcome

- Where appropriate, referrals made to other agencies

- Follow up to ensure the referral was received and was appropriate

Measures

- Young person, family/whanau/caregiver is aware of, and receives appropriate and all relevant support available in the community

5. Achieve the goals of the Programmes you are asked to support (currently the “Supervision with Activity”, “Supported Bail” and “Community Youth” Programmes).

Outcome

- Compliance with the specific requirements of the Programme
- Demonstrated the clients have:
 - Engaged in meaningful positive activities
 - Improved their life skills
 - Improved their family/whanau links
 - Had supervision where needed
- And, specifically for the Supported Bail Programme, that you have:
 - Contributed to the client’s Family Group Conference Plans
 - Ensured the client has attended mandatory assessments and appointments
 - Assisted with supervision
 - Ensured the client has complied with bail conditions (to the extent they fall within your control)

Measures

- Young person and their family/whanau/caregiver have been able to receive appropriate and relevant support in the community
- KPIs for each Programme are achieved

6. Liaise with referrer regularly and provide feedback.

Outcome

- Referrer will receive fortnightly feedback on progress or outcome
- Feedback given is to be done in line with reporting requirements

Measures

- Good feedback given where appropriate
- All feedback to ministry achieved by required timeframes

7. Refer family/whanau/caregiver, with their express consent, to other agencies if their difficulties become apparent.

Outcome

- Referrals made where appropriate and with consent to be done so with due consideration of the Privacy Act

Measures

- Family/whanau/caregiver receives the support they need to be able to provide appropriate care and support to their charge (our client)
- Consent has been gained

Key Functions – General

8. Jointly with Team Leader, monitor workloads ensuring an equitable and rewarding balance.

Outcome

- Satisfying and supportive working environment
- Management's awareness of workload pressures

Measures

- Supervision records
- Time sheets

9. Comply with Reporting, Accountability and Health and Safety requirements

- Reporting to contracts as required
- Complying with health and safety requirements when working in and off the premises of work
- Complying with Safer Mid Canterbury's Key Operating Policies and Procedures
- Maintain client records to the required standard within our Client Management System

Outcome

- Timely return of contract report statistics
- Compliance with other reporting requirements
- Safe working environment
- Up to date client records

Measures

- Contract reports
- Staff feedback

10. Take part in supervision, performance appraisal and training opportunities

- Team leader will be available on a day-to-day basis to support the person holding this position in their work.
- The Co-ordinator will receive professional supervision from a person agreed by the staff member and Team Leader as being an appropriate professional person.
- The staff member will take part in an annual individual Performance Review by the Team leader.

Outcomes

- Supervision is relevant to best practice and professional development

Measures

- Supervision contract
- Supervision records
- Performance appraisal records
- Professional development record

11. Attend relevant Team and Organisational meetings.

Outcomes

- The staff member is a fully participating member of Safer Mid Canterbury.
- The staff member provides a monthly written line report to the their team leader and attends a monthly meeting with Team Leader to discuss report.
- The staff member attends Bi-monthly Team Meetings and alternate bi-monthly full staff meetings.

Measures:

- Meeting Minutes

12. Be committed to the development of Safer Mid Canterbury’s Bi and Multi-cultural development

Outcomes

- Bicultural development will be integrated into service responses.
- Multicultural development will be integrated into service responses.

Measures

- Attendance at Treaty of Waitangi and other cultural training.
- Identification of training needs in regard to cultures represented in case loads

13. Systems and processes maintained and up to date.

Outcomes

- Filing systems, and electronic Client Management system, kept up to date and easily accessible
- Regular time put aside each month to ensure systems and processes continue to meet organisation demands
- Regular planning each month to ensure goals and priorities for month will be achieved
- The staff member must fill in the training and supervision registers

Measures

- Filing keep up to date and accessible / understandable to other staff
- Goals and priorities achieved in set time frames

Signed by:

Youth Justice Worker

____/____/____
Date

Signed by:

Team Leader – Child and Youth Services

____/____/____
Date

Youth Justice Worker

Ideal Person Specification

- The ability to relate to a wide range of people of diverse backgrounds with sensitivity and respect.
 - As a large proportion of the client group are male Maori, it is imperative that this person can build respect from this general group and has an understanding of Maoritanga.
 - Experience in working with Children, young people and families/whanau with multiple needs.
 - Must show empathy and respect.
 - Ability to maintain confidentiality.
 - A facilitative style that empowers and builds on people's skills and abilities.
 - Understanding and practical experience in working with reluctant clients and overcoming change resistance.
 - Excellent verbal and written communication skills.
 - The ability to meet deadlines under pressure.
 - An ability to work co-operatively with school staff, community and statutory agencies
 - Ability to take initiative, work independently and undertake new challenges that may arise.
 - Competent with Microsoft and using computers for your everyday work.
 - Hold a current motor vehicle drivers licence.
 - An ability to communicate effectively with a diverse range of individuals across a wide age bracket
 - Commitment to Bi-cultural and Multi-cultural social service practice and sensitivity to individual differences generally
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CONDITIONS OF APPOINTMENT

Youth Justice Worker Safer Mid Canterbury

Hours of Work:	<p>Your ordinary hours of work will be 40 hours per week.</p> <p>Normal hours will be Monday to Friday between 8:30am and 5:30pm. However, due to the nature of the position and the needs of the young people being supported, working hours will be flexible and there will be the need for some evening and weekend work.</p> <p>Additional hours will be compensated for through a time in lieu system.</p>
Other conditions of appointment:	<p>Other conditions of appointment shall be as prescribed in the Employment Relations Act 2000 and its amendments, other Acts which govern employment and an Individual Employment Agreement.</p>
Place of work:	<p>The contract you work under requires you to provide services to the Ashburton District so your working environment will be determined by the needs of clients. This will see you travelling throughout the District to outlying towns and rural areas.</p> <p>The worker will work out of the offices of Safer Mid Canterbury.</p>
Pay Range	\$62,000 to \$65,000 + 3% Kiwisaver
