



Job Description

Community Justice Worker

Hours per week: 37 hours per week (between 8am – 10pm, 5 days over 7)

Contract type: Permanent in line with funding

Location: Flexible across Scotland, with base at Head Office

Reports to: Team Manager (ADAPT/Justice Team)

Line Management Responsibility: No

Financial Accountability: Low

Job Summary

Includem's ADAPT team has been funded to research and pilot alternative support within the justice system across Scotland. This role will support in the development and provision of proof-of-concept justice and wellbeing projects which will support children, young people, and families.

The Community Justice Worker will be responsible for the scoping of opportunities by engaging with potential stakeholders, identifying, and contributing to learning, as well as direct delivery of whole family approaches, individual support and crisis led services to young people and families in the community and other settings.

With the ability to plan and work flexibly across projects as part of a team, the Community Justice Worker will understand and respond to individualised needs to improve outcomes in line with GIRFEC principles, The Promise, and includem's model of support. They will demonstrate leadership and ownership over effective service delivery to young people by managing outcomes through engagement with line managers, colleagues, partners, and organisational tools, including processes, policies, and procedures.

They will promote positive outcomes in line with the values and principles of includem, using a relationship based and trauma informed approach.

With the requirement to work flexibly across projects, the Community Justice Worker will be required to travel across Scotland, with overnight stays as and when required.

Key Responsibilities

The key responsibilities of the Community Justice Worker include, but are not limited to:

Service Delivery



- Building and maintaining community relationships to identify new and transformational ways of supporting families and young people.
- Pursuing opportunities for service development as identified through practice and stakeholder engagement.
- Actively engaging with the process of identifying, assessing creating, and implementing appropriate opportunities for proof-of-concept interventions and feed into the evaluations of pilot projects.
- Deliver and evidence outcome-based support to young people and families.
- Adhere to relevant processes as set out by the justice system.
- Work flexibly to prioritise the needs of young people, and families, ensuring support is available at critical times.
- Adhere to a trauma informed approach when exploring behaviours and attitudes.
- Explore values and attitudes with young people in a supportive manner, to affirm and validate their feelings and ideas, and nurture and confirm their learning.
- Lead on case progression to help young people and families recognise progress.
- Assess and respond appropriately to situations where young people/families may be at risk of harm, taking into consideration potential wider impacts for example, the community.
- Actively participate in the delivery of includem helpline including evening service ensuring support is available for young people and families 24/7.
- Offer support and generate solutions where required, with risk enablement being at the heart of professional judgement and decision making.
- Adapt to different models of support and geographical Local Authorities across the working day and week.
- Effectively record and evidence work undertaken, including identification and reflection on any learning outcomes.

People

- Understand the different coping mechanisms that young people and their families use to deal with stress and high emotions, and to respond appropriately.
- Demonstrate professional resilience when providing support with sensitive or challenging issues.
- Use a strengths-based approach to empower individuals facing adversity to find solutions and make positive changes, ensuring resources are in place to sustain these changes.
- Establish mutually trusting, open and non-judgemental relationship with young people, their families, and our external partners.
- Lead on collaborative team work to determine appropriate support around individual young people and families depending on the nature of the work.
- Respect and value the contribution of wider stakeholders and the delivery of Includem services.
- Offer support to young people within their own communities and support them to access resources locally for long term sustainability and embed changes made.
- Use of restorative approaches to improve relationships and connectedness to local networks and communities (training provided).
- Work within individually tailored support plans or wider care plans demonstrating positive partnership working.



Influence

- Ensure young people and families are empowered to make informed choices.
- Support young people and families to effectively communicate with others.
- Facilitate young people in conflict with the law or on the periphery of conflict, to navigate the Care and Justice systems whilst supporting them to address their underlying needs.
- Work with young people to identify goals aligned to wellbeing indicators and to positively influence progression towards these goals.
- Reflect on practice, share learning, and promote continuous practice improvement within a team setting.
- Understand the includem framework of intervention and the key aspects of the service delivery model.
- Role model appropriate practice standards and professional boundaries to others
- Ensure a high-quality service is delivered to young people and families.
- Demonstrate understanding of your impact on people and how they might see you.
- Assist with projects from the implementation to the conclusion including involvement with the Researcher and working within evaluation frameworks.
- Build relationships with potential partners within geographical areas to support delivery of a proof-of-concept pilot for a limited period whilst sustaining relationships for future opportunities.
- Provide information and updates on pilot projects to the ADAPT Steering Group as requested.

Resources

- Work as part of a team to ensure time is used effectively to meet the needs of young people and families so services are available 24/7, 365 days per year.
- Maintain and produce accurate and timely records and reports including to routinely evidence practice, including completion of or contribution to formal reports.
- Ensure support is delivered in line with Includem's Policies Procedures, SSSC Codes of Practice & National Guidelines.

Quality Assurance

- Be accountable for the quality of your work and be able to evidence this work effectively.
- Actively participate in formal supervision and continuous professional development.
- Generate creative and new solutions to issues faced by young people and families.
- Be registered or willing to register with the SSSC and to meet these expected standards of practice.



Person Specification

Category	Essential Job Requirements	Desirable Job Requirements	Method of Assessment
Skills, Knowledge, and Experience	<ul style="list-style-type: none"> • Experience of effectively engaging vulnerable young people and families who are likely to have faced challenging life circumstances and supporting them to achieve positive change. • Experience of managing caseloads and influencing decision making for young people and families. • Direct experience of responding to difficult circumstances where people may be in crisis or engaged in risk taking behaviour, using appropriate interventions. • Ability to respond flexibly to changing situations led by the needs of young people and families. • Ability to provide emotional, practical, and social support to young people and families. • Ability to routinely evidence practice, including contributing to formal reports. • Reliability and commitment to deliver the relationship-based model of intervention. • Ability to demonstrate, understand and apply our organisational values which are clearly aligned to the SSSC Codes of Practice. <ul style="list-style-type: none"> • Respect • Collaboration • Participation and Dignity 	<ul style="list-style-type: none"> • Experience of working within the justice system and confident in following relevant processes. • Experience of working with young people who have been in conflict with the law. • Experience of working with a range of professionals such as courts/lawyers/local authority Youth Justice and Criminal Justice/Police 	Application Process Group Stage Interview Individual Interview



	<ul style="list-style-type: none"> • Empowerment 		
Education / Qualifications	<ul style="list-style-type: none"> • Willing to work towards SVQ Level 3/appropriate professional qualifications for SSSC registration. 	<ul style="list-style-type: none"> • SVQ Level 3 within a relevant discipline (recognised by SSSC) 	Application Process
Other Requirements	<ul style="list-style-type: none"> • Ability to drive and have access to your own car for work purposes. • Passion for supporting young people to reach their full potential. • Excellent organisational and planning skills. • Effective team player who is also confident working independently. • Excellent communication skills, both written and verbal. • Ability to multi-task, remaining calm and professional under pressurised circumstances. • Self-motivated and flexible. • Confident in initiating discussions and exploring opportunities. 		Application Process Group Stage Interview Individual Interview

Acknowledgement:

This job description is an overview of the duties, responsibilities, and requirements of the position. You may be required to perform other duties throughout your employment at the reasonable request of your line manager.

I acknowledge that I have read and understood the job requirements, responsibilities, and expectations outlined in the job description.

Employee Name		Employee Signature		Date	
Line Manager Name		Line Manager Signature		Date	