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## JOB DESCRIPTION

<b>Job Title:</b>	Youth Justice Worker
<b>JOB REFERENCE</b>	FRGJOB_378
<b>Location:</b>	BLOCK Youth Diversion Project
<b>Type of contract:</b>	Fixed Term (Maternity Leave) to December 2022
<b>Responsible to:</b>	Area Manager
<b>No of hours:</b>	35 hours per week minimum
<b>Annual leave:</b>	29 days per year (pro-rated)

### ABOUT FORÓIGE

Foróige is an independent, non-profit national voluntary youth organisation engaged in out-of-school youth development and education. The organisation aims to enable young people to involve themselves consciously and actively in their own development and the development of society. Foróige employs over 400 staff and involves thousands of volunteers in the creation and delivery of high quality services to young people through the operation of over 600 Foróige Clubs, the Big Brother Big Sister Programme and over 140 General Youth Services and Special Projects. These community-based and community-supported initiatives are run throughout the country, in rural and urban environments, and generally in partnership with various voluntary and statutory agencies. The organisation is a registered charity and is supported by a combination of statutory, philanthropic and corporate funding. Foróige is an equal opportunity employer and is committed to a policy of Equality of Opportunity in its employment practices.

### PROJECT INFORMATION

The BLOCK Project is a Youth Diversion Project has a catchment area of Portlaoise and its environs, Mountrath, Abbeyleix and Rathdowney. The project is staffed by 3 Youth Justice Workers and a Family Support Worker. Youth Diversion Projects seek to divert young people from entering or remaining within the justice system. YDPs work with young people and their families in their communities, taking a strengths-based approach to support positive change, enable them to reach their full potential and improve their long-term outcomes.

### KEY RESPONSIBILITIES

The Youth Justice Worker will be employed by Foróige and will be given a Fixed Term contract of employment, covering Maternity Leave. It must be understood however, that if the position becomes redundant at any time during the period of the contract or if the funding for the post is discontinued or a post holder fails to perform satisfactorily, employment may be terminated.

The duties of the Youth Justice Worker, in carrying out any functions which may be involved in or arise out of the appointment, shall be as notified by the board of Foróige and/or its Chief Executive Officer from time to time. These duties will include:

- i) Assessing and responding to the needs of young people aged 12-17 years old in accordance with Foróige policy and procedure and Youth Diversion Project Operational Requirements.
- ii) Engaging targeted young people in a process of learning and development that will enable them to examine their own offending and to make positive lifestyle choices that will protect them from involvement in criminal, harmful or socially unacceptable behaviours
- iii) Identifying the needs of project participants and developing case plans to meet those needs.
- iv) Engaging with young people who have offended, or are at risk of offending, on both a one-to-one and group level.
- v) Designing, implementing and evaluating outcomes focused interventions for project participants.
- vi) Engaging with and supporting parents, guardians and family members to engage effectively with their young person to facilitate positive behaviour change.
- vii) Building and maintaining relationships with local stakeholders, particularly An Garda Síochána and other services engaged with young people in the catchment area.
- viii) Ensuring that the YDP is operating in accordance with the YDP Operational Requirements, YDP Assessment and Case Planning Guidelines and all other policies and guidelines set out by Foróige and IYJS.
- ix) Completing accurately and submitting on time any standard clerical procedure of expenses, quarterly performance reports, annual plan etc.
- x) Operating efficient office procedures in line with data protection act requirements e.g. filing, keeping records etc.
- xi) Attending committee and team meetings and preparing written reports as required by Management, Project Committee and Funders
- xii) Any such other relevant duties as the board of Foróige and/or the Chief Executive Officer or the nominee of the Chief Executive shall deem necessary for the effective implementation and the policy and programmes of Foróige and the BLOCK Youth Diversion Project.

## **PROFESSIONAL QUALIFICATIONS AND EXPERIENCE (E=essential; D=Desirable)**

Education to Degree standard preferably in Youth and Community / Justice / Social Science **(E)**

Access to car and full Irish driving licence **(E)**

Relevant paid or voluntary experience of working with young people **(D)**

Exposure and understanding of YDP work and of working with young people from minority ethnic groups **(D)**

## **PERSON SPECIFICATION (All Essential requirements)**

- Ability to build and maintain effective relationships with young people
- Good interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships
- Excellent standards of accuracy and attention to detail
- Ability to be proactive, use own initiative and work effectively within a pressurised environment
- Positive and flexible approach to team working
- Good written communications skills, including ability to draft summary information and correspondence, good report writing skills
- Good computer skills, including Word processing, MS Access, Excel, Internet and PowerPoint

## **REQUIREMENTS OF ALL FORÓIGE STAFF (All Essential requirements)**

- Commitment to the purpose of Foróige and to work within the values, policies and procedures of the organisation
- To act consistently in a professional manner at all times
- To participate in regular supervision with your line manager
- Flexibility in relation to hours of work to meet the needs of the work. Work during unsocial hours may be required
- Identify training needs with your line manager and participate in training opportunities appropriate to the role
- To undertake other duties as may be requested by Chief Executive Officer of Foróige or their nominee from time to time

## **ADDITIONAL CONSIDERATIONS FOR THE ROLE**

**Funding:** It must be understood that if the funding for the post is discontinued the post holder's contract may be terminated.

**Medical:** The successful candidate will be required to complete a medical questionnaire / undergo a pre-employment medical.

**Garda vetting:** As our work involves contact with young people, candidates under consideration for employment in Foróige will be subject to Garda vetting.

**References:** The successful candidate will undergo 2 reference checks before commencing employment with Foróige.

- Annual Leave:** The Youth Justice Worker will be entitled to 29 days annual leave pro rata per annum plus public holidays. The needs of the job must be considered when applying to take this leave.
- Hours of work:** The Youth Justice Worker will be expected to work a minimum of 35 hours per week. The position will require flexibility in relation to working hours. It is expected that the Youth Justice Worker will work late evenings (up to 11pm) and some weekend work.
- Salary:** The salary for this position will be as per the Youth Officer Salary Scale €34,587; €36,027; €37,467; €38,908; €40,349; €41,793; €43,236; €45,389; €47,542."
- Base:** The employment base for this role will be Portlaoise.
- Travel:** This post will involve some domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate Foróige rates.
- Applications:** Applications should be made by way of the Foróige job application form only by email to [recruitment@foroige.ie](mailto:recruitment@foroige.ie) .The job application form is available to download from the 'careers' section of our website [www.foroige.ie](http://www.foroige.ie).