

## **Case Worker – Child Exploitation Job Description and Personal Specification**

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| <b>Job title:</b>          | Case Worker – Young Women's and Girls Specialist Child Criminal Exploitation (CCE) |
| <b>Place of work:</b>      | Stoke and Staffordshire                                                            |
| <b>Hours of work:</b>      | Full time, 37 hours per week                                                       |
| <b>Reports to:</b>         | Regional Manager                                                                   |
| <b>Level of screening:</b> | Enhanced DBS                                                                       |

### **Who we are**

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. We call these our '3Ps'.

We achieve this in two ways. First we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mindset of a business, we are uniquely placed to deliver on this challenging agenda.

### **Where you fit in**

Our West Mercia Integrated Child Sexual Exploitation and Child Criminal Exploitation service works with young people, who are experiencing or at risk of child sexual exploitation (CSE) or Child Criminal Exploitation (CCE).

The role requires; direct specialist knowledge of the risk factors that lead to CCE and how to address these, the ability to engage with vulnerable young people on a one to one basis within a case management model, good knowledge of a range of tools and intervention models that can be used with young people on a 1:1 basis and an ability to work in an integrated way with key stakeholders involved in the child exploitation agenda.

### **Main Duties & Accountabilities**

As a specialist Girls & Young Women's Case Worker your main duties will include:

- Build relationships and develop referral pathways specifically for girls and young women to increase the number of girls and young women accessing the service.
- Upskill professionals to understand and recognise indicators and risk factors for girls who are at risk of/experiencing exploitation.
- Design inclusive interventions reflective of the needs of girls and young women who are vulnerable to CCE.
- Be a subject matter expert sharing your knowledge of best practice across the staff team.
- Undertake one to one work with children and young people vulnerable to CCE.
- Work in partnership with stakeholders to facilitate support where CCE is highlighted as a risk.
- Proactively utilise safeguarding protocols to information share and protect children from harm.
- Work with Stakeholders to contribute towards the collation of soft intelligence / information on CE issues / trends.

- Offer Educational Awareness raising within local authority Inc. placement providers, education, parents and young people.
- Develop and sustain productive working relationships with referring agencies to ensure the regular and appropriate referrals are received.
- Manage a caseload undertaking assessments of young people's needs and gathering all necessary information to develop intervention plans, vulnerability plans, within set timescales.
- Plan and deliver interventions in accordance with Catch22 policies and procedures and local authority guidance, to ensure effective use of resources and targets are achieved.
- Develop and sustain productive working relationships with referring agencies to ensure the regular and appropriate referrals are received.
- Develop materials and deliver activities to develop resilience and safety for young people.
- To work with the Local Authorities and their Local Safeguarding Children's Board to establish strong multi-agency safeguarding partnerships.
- Record all intervention, contacts and multi-agency correspondence in accordance with the service specification within prescribed Management Information Systems
- Complete all required monitoring information by set timescales to assist the production of feedback reports to funders and stakeholders to track and monitor progress against outcome targets, KPIs etc.

#### Other

- To make sure that you understand and are familiar with all Catch22 policies and procedures and to access Catch22's intranet at least once a month to update yourself with any new or amended policies or procedures.
- Attend regular supervision and appraisal sessions for continued personal and professional development to identify strengths and weaknesses and plan accordingly to enable all duties to be carried out effectively.
- To act as an ambassador for Catch22, upholding and promoting our corporate values and to participate in publicity events promoting the service at local level.
- Be willing to work flexible hours and if required to work evenings, weekends and anti-social hours.
- To attend relevant training courses and networking sessions as agreed with the line manager.
- To have use of a vehicle, with up-to-date licence, MOT and Business Insurance
- To regularly contribute to Catch22's internal communications platform, 'Workplace.'

To carry out such other relevant duties, as may be required and as are commensurate with the nature and grading of the post.

### What does good look like for this role?

- Service is delivered in line with contract requirements and all targets are met.
- Increased referrals to the service for girls and young women
- Service is delivered in budget and margin is met.

- Service is delivered safely and risks/areas of underperformance are identified and managed appropriately.
- Hub outcomes are achieved.
- Service users have a positive experience and achieve their goals.

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## Organisational Relationships

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- Responsible to the Catch22 Service Manager
  - Works as part of multi-agency team within West Mercia
  - Responsible for developing and maintaining close working relationships with key agencies and partners in order to deliver and improve Catch22 services
  - To share best practice within Catch22 and with external organisations.
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| <b>Job Title: Person Specification</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                              |                   |
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| <b>COMPETENCY</b>                      | <b>ESSENTIAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>DESIRABLE</b>                                                                                                                                                                                             | <b>ASSESSMENT</b> |
| <b>QUALIFICATIONS</b>                  | Relevant professional qualification in Youth/community work, Social Care, Health or Education or demonstrable professional experience in similar role.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                              | A,I               |
| <b>KNOWLEDGE</b>                       | Knowledge of the issues affecting young people at risk of CSE.<br>Knowledge of different tools available for working with young people at risk or involved in CSE<br>Knowledge and understanding of Equality & Diversity issues                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Good working knowledge of substance misuse, contextual Safeguarding.<br>Knowledge and understanding of relevant legislation e.g. Children's Act, Every Child Matters etc                                     | A,I,E             |
| <b>EXPERIENCE</b>                      | Extensive experience of working directly with young people on level 2- 4 on the continuum of need presenting a variety of support needs<br>Experience of planning, delivering and evaluating support activities for and with young people and their carers<br>Experience and understanding of case management including assessment, action planning and reviews.<br>Experience and application of Health and Safety and risk management procedures.<br>Experience of working in partnership with a variety of agencies to achieve agreed outcomes.<br>Extensive experience and understanding of Child Protection including Safeguarding processes and procedures.<br>Experience of writing good quality reports that demonstrate the impact of work undertaken YP on a 1:1 basis. | Experience of working with people from a variety of ethnic groups, cultural and social backgrounds.<br>Experience of working with and supporting volunteers<br>Experience of working in a multi-agency team. | A,I               |
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|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                              | A,I,E             |
| <b>SKILLS &amp; ABILITIES</b>          | Able to communicate effectively at all levels, orally and in writing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                              | A,I,E             |

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|              | <p>Ability to engage young people their parents or carers within the community.</p> <p>Able to use a variety of IT applications effectively.</p> <p>Able to deliver training to groups of young people, parents and professionals</p> <p>Able to organise your own work routines effectively with a minimum of supervision and support.</p> <p>Able to handle sensitive and confidential issues with tact and diplomacy.</p> <p>Able to evaluate and monitor progress against targets to ensure that they are met.</p> <p>Ability to promote equality, diversity, rights and responsibilities of individuals.</p> <p>Able to write concise reports and meet deadlines.</p> |  | <p>A,I,E</p> <p>A,I,E</p> <p>A,I,E</p> <p>A,I,E</p> <p>A,I,E</p> <p>A,I,E</p> <p>A,I,E</p> |
| <b>OTHER</b> | <p>Ability to work flexible hours which could include evenings and weekends.</p> <p>Punctual and reliable to ensure professional service.</p> <p>Creative and flexible and able to work well with others in a team.</p> <p>Commitment to personal and professional development.</p> <p>Current driving licence and use of car</p>                                                                                                                                                                                                                                                                                                                                          |  | <p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A,I</p>                                     |

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|  | Willingness to undertake training as required. |  | A,I |
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