

| | |
|--|--|
| Role Title | Targeted Prevention Caseworker |
| Job Family | Neighbourhood and Environment Directorate |
| Competency Level | Principal Officer |
| Pay Range / Scale | PO3 |
| Purpose | |
| <p>The Community Safety Team coordinates the activity and policy development functions of the Community Safety Partnership (CSP) in Waltham Forest. This includes leading the implementation and delivery of the borough's statutory Serious Violence Duty (SVD) action plan and contributing to wider community cohesion priorities.</p> <p>As part of this work, a new Targeted Prevention Casework function is being developed within the Community Safety Team. This role will focus on supporting individuals who are at risk of, vulnerable to, or affected by serious violence, exploitation, or harmful group dynamics. A key priority will be addressing current gaps in provision for young people transitioning into adult services - particularly those aged 17.5 and above who have previously been identified as exploited or at high risk during childhood. This cohort often experiences reduced support at the point of transition, increasing their vulnerability, and the role will provide continuity, advocacy, and targeted intervention to bridge this gap. The postholder will work closely with the Youth Offending Service, Probation Service, Police, and Voluntary and Community Sector partners to ensure a coordinated, trauma informed response.</p> <p>The Targeted Prevention Caseworker will provide flexible, outreach based support to young people, adults, and community groups in areas where vulnerability to violence or exploitation is heightened. Detached and outreach work will be a core part of the role, ensuring that support is accessible to those who may not engage with traditional services.</p> <p>The focus of the role is preventative and safeguarding led. The Caseworker will work with individuals at risk of violence, exploitation, or harmful peer associations, including those on the periphery of group related activity. The approach will centre on understanding vulnerability, building trust, and promoting safety and positive choices. The team will also support a shift in language and practice across systems - emphasising vulnerability and exploitation rather than risk labels applied to children and young adults.</p> <p>The main aims of the Targeted Prevention Casework function are to:</p> <ul style="list-style-type: none"> • Provide individualised support that challenges and reduces harmful behaviours while offering pathways into safety, stability, and positive alternatives. • Support access to education, employment, training, and other constructive opportunities, alongside intensive help with housing, mental health, and substance misuse where needed. • Deliver trauma informed interventions and facilitate access to psychological or mental health services. • Make use of "reachable moments" to support individuals to disengage from harmful environments or influences, or to divert those on the periphery of violence into safer pathways. • Contribute to focused deterrence approaches led by partners, ensuring individuals have clear access to support alongside any statutory interventions. • Strengthen the borough's understanding of serious violence, exploitation, and harmful group dynamics, including patterns of grooming and recruitment. | |

| <ul style="list-style-type: none"> • Support responses to critical incidents to reduce tensions, promote community reassurance, and prevent escalation. • Reduce victimisation and improve feelings of safety for local residents affected by violence, intimidation, or exploitation. | |
|--|---|
| Generic Accountabilities | End Results/ Outcomes |
| <p>Provide advice and make recommendations based on up to date knowledge and analysis / evaluation of information.</p> <p>Manage escalated or complex customer issues within the relevant area.</p> | <p>Expert advice, information, interpretation and support are provided on the full range of technical / professional issues within the area of responsibility.</p> <p>Issues are managed through to a satisfactory conclusion.</p> <p>Risk to the Council is minimised.</p> |
| <p>Contribute to the development of service plans to meet strategic business goals.</p> | <p>Strategic and operational input is provided to wider business planning and development.</p> <p>Customer needs are identified.</p> <p>Services meet legislative and policy requirements.</p> |
| <p>Research developments in relevant area. Collate process and analyse information / data. Translate outputs into advisory reports / documents / actions as appropriate.</p> | <p>Relevant information / data are managed efficiently and accurately.</p> <p>Accurate and relevant information / reports / documentation are produced.</p> <p>Trends and issues are identified and prioritised.</p> <p>Statutory and procedural obligations are fulfilled.</p> <p>Management decision making is supported.</p> |
| <p>Lead on the development, implementation, maintenance and management of systems, policies, procedures and / or standards within area of responsibility.</p> | <p>Changes to systems, policies and / or procedures are identified and recommended.</p> <p>All updates, amendments, developments are tested and approved prior to delivery.</p> <p>Customers receive prompt, accurate policy / procedural updates.</p> <p>Service standards are improved.</p> |
| <p>Work closely with others to support/Manage the development and delivery of improvements in processes and procedures.</p> | <p>Identifies gaps in service provision/highlight policy issues and makes recommendations to resolve the issues.</p> <p>Agreed improvements are developed, delivered and evaluated.</p> |

| | |
|--|--|
| | <p>Issues and recommendations are brought to the attention of senior managers.</p> <p>Benchmark against best practice authorities and center of excellence.</p> |
| <p>Prepare and present a full range of reports (both standard and non-standard) covering area of responsibility.</p> | <p>Reports are prepared, distributed / presented to the appropriate committee/ to the required standards and timescales.</p> <p>Evidence based recommendations are made.</p> |
| <p>Co-operate with and support colleagues.</p> | <p>Colleagues are supported.</p> <p>Required information is provided.</p> |
| <p>Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.</p> | <p>All policies and procedures are complied with.</p> <p>To work within the requirements of Data Protection Act and GDPR</p> |
| <p>Carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to line manager.</p> | <p>Work is carried out in a way that is safe and without risks to health.</p> |
| <p>Job Specific Accountabilities:</p> | |
| <p>Hold a caseload of young youn and adults and provide them with support and assistance in engaging with a variety of interventions</p> | <p>Working alongside other agencies/services to ensure that all are aligned in one intervention plan where interventions are sequenced and complimentary for each other</p> |
| <p>Ability to maintain clear accurate records and to utilise Management Information Systems such as Delius and social care case management systems</p> | <p>Case notes to be completed promptly in all relevant systems</p> <p>Escalations of risk and vulnerability to be clearly communicated and recorded</p> <p>To review assessments accordingly</p> <p>To capture children and young adults progressions, needs and effectiveness of interventions</p> |
| <p>To deliver effective outcomes by clear, accurate, timely and consistent capturing of data</p> | <p>Ensuring data systems designed to evaluate performance are consistently populated so that outcomes can be extracted</p> <p>To comply with information sharing protocols and principles</p> <p>To contribute to the production of quarterly reports outlining cohort size, interventions being deployed, successes and challenges</p> <p>To assist with the production of reports evidencing</p> |

| | |
|---|--|
| | <p>effective practice and briefings for the partnership and senior leaders</p> |
| <p>To engage with identified young people and adults in Youth Offending Institutions and prisons who are coming to the end of their sentences, to plan and offer support prior to return to the community in liaison with other colleagues and services</p> | <p>To be actively involved in any pre-release plans and risk assessments</p> <p>To contribute to resettlement plans</p> |
| <p>To support partners in the early identification of children, young adults and other family members at risk of gang exploitation</p> | <p>To engage early with children or young adults at risk of grooming/exploited by gangs</p> <p>To utilize diversionary activities accordingly</p> <p>To mobilize appropriate partners if suitable (i.e. housing if a move out of borough required)</p> <p>To support in the intelligence gathering on individuals and groups of children and young adults at risk of / or on the periphery of gang involvement.</p> <p>To build relationships with the community in identified hotspot areas to be able to tackle any emerging gang related trends</p> |
| <p>To attend and contribute to the Risk Outside the Home Operational Panel meetings</p> | <p>To present any case whereby you are the lead professional</p> <p>To ensure actions agreed are acted upon and reviewed for effectiveness.</p> <p>To contribute to the thematic discussions and share themes, trends specifically in relation to gang activity and the gang landscape in Waltham Forest</p> <p>To empower partners with knowledge of ongoing/current tensions</p> |
| <p>To develop partnership working with a range of stakeholders to enable early identification of gang tensions involving Waltham Forest children/young adults</p> | <p>To work with relevant youth offending teams, Probation and with youth and adult prisons</p> <p>To work closely with the pro-active and gangs police teams</p> <p>To work in partnership with bordering boroughs to reduce gang related tensions</p> <p>Develop our understanding of the prevalence and wider harm of gang violence in the local area and cross borough issues</p> <p>To work closely with VCSs, grassroot organisations to increase understanding of current issues/tensions from a communities perspective</p> |
| <p>To plan and deliver structured programmes and projects to address risk factors that relate to the target cohort (at risk or</p> | <p>To ensure that any gang intervention is grounded on good practice and evidence based</p> <p>To have at the heart of any work safeguarding of children</p> |

| | |
|--|--|
| involved in gangs and violent and group offending) in line with local and national strategies. | and vulnerable adults To ensure that Contextual Safeguarding approaches are employed and utilized in understanding exploitation and grooming by gangs |
|--|--|

| |
|--|
| <p>Nature of Contacts</p> <p>Typically involves Families, Children, Young Adults, Heads of Service, and Senior Managers across the authority, and external agencies and organisations providing a range of services for children, young adults and families.</p> <p>The role will require working with complex individuals many of which with a history of victimization, trauma as well as for some perpetration of violence against others. It will require a high level of resilience and a consistent trauma-informed approach which focuses on understanding “what has happened to you?” as opposed to “what’s wrong with you?”.</p> <p>Develop sensitivity, persuasiveness, and negotiation and assertiveness skills to communicate with diverse audiences in emotive circumstances. Deal with people at all levels confidently, sensitively and diplomatically.</p> <p>Reports to Assistant Director Community Safety & Programmes and will be supervised by the Gangs Disruption and Prevention Co-ordinator.</p> |
| <p>Procedural Context</p> <p>Act within guidelines and standard procedures with discretion to allocate or otherwise organise work to meet service delivery requirements. Works within laid down procedures but needs to deal with day-today problems without always referring to others.</p> <p>Decisions will be made based on Council procedures.</p> <p>Occasionally the post will be expected to work from other locations</p> |
| <p>Key Facts and Figures</p> <ul style="list-style-type: none"> • Enhanced DBS • Office based • Home visits • Out of hours work required |

| |
|--|
| <p>Resourcing</p> <p>Budget Responsibilities: None</p> <p>Supervisory Responsibilities: None</p> |
| <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Experience of direct work with local communities to address issues related to serious violence, exploitation, and vulnerability. • Experience of delivering preventative and diversionary interventions aimed at children and young adults who are at risk of, or on the periphery of, involvement in violence, exploitation, or harmful group dynamics. • Experience of working with children and adults involved in the criminal justice system and their families, with the ability to demonstrate evidence-based, effective practice. • Ability to develop and coordinate initiatives that support and safeguard victims, including effective liaison with case-holding professionals. • Ability to assess risk, vulnerability, and protective factors within families and |

communities affected by serious violence or exploitation, and to use sensitive and confidential information appropriately.

- Knowledge of how Adverse Childhood Experiences (ACEs) contribute to increased vulnerability to serious violence and exploitation.
- Understanding of transitional safeguarding, including the specific vulnerabilities faced by young people aged 18 to 25, particularly those who have experienced exploitation or significant risk during childhood.
- Ability to work collaboratively with a range of professionals, demonstrating a clear understanding of the roles and responsibilities of partner agencies to promote integrated, multi-disciplinary working.
- Ability to work as part of a team, maintaining effective communication and strong working relationships.
- Ability to work flexibly to meet the needs of service users, including in response to critical incidents.
- Experience of mediation or conflict resolution between individuals or groups where there is risk of violence or escalation.
- Knowledge of adultification bias and intersectionality in relation to children and young adults vulnerable to exploitation or serious violence.
- Satisfactory Disclosure and Barring Service (DBS) check at enhanced level.

Indicative Qualifications

A relevant professional qualification (or at least to NVQ level 3 and experience in a fieldwork setting).

Evidence of Continuous Professional Development

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.