

COMMUNITY CARE CASEWORKER APPLICATION INFORMATION

ABOUT YOUTH LEGAL

Who we are

Youth Legal is an independent charity based in Wandsworth, assisting marginalised and vulnerable young people across the London area.

Youth Legal facilitates young people's access to justice through high quality young person-friendly legal advice, support and education.

Our specialist legal advice is focussed on fighting for children and young people to be safe and secure, with appropriate housing and care.

What we do

We advise and represent – standing up for young people's rights through the provision of high quality young person-friendly legal advice and holistic support.

We support and empower – giving young people the knowledge and skills to manage their problems and providing expert 2nd tier support to youth professionals.

We campaign and influence – fighting for change through strategic litigation and acting as an exemplar delivery model.

We listen and engage – enabling young people to hold ourselves and others to account.

Youth Legal believes that all young people should have their rights respected, be able to secure equal access to justice and be able to achieve a successful transition to adulthood.

Our Work

We employ a small staff team at our offices in Clapham Junction in South-West London.

Our work includes providing:

- high quality specialist legal advice tailored for young people in Housing, Community Care, Debt and Money Advice and Immigration.
- training for young people and their support workers in young people's rights and responsibilities
- an advice line
- a 2nd tier telephone advice service for grass root organisations
- strategic litigation

Our Values

Youth Legal's six *core values* are as follows:

Rights-based – all our work is rooted in young people's legal and human rights

Expert – all our advisers are highly experienced, skilled and qualified to provide legal advice specifically to young people

Compassionate – we listen to young people, take them seriously and care about them and their futures

Committed – we go the extra mile to ensure our clients secure justice

Inclusive – we prioritise those in greatest need and work to redress inequality

Collaborative – our staff, Trustees and Youth Advisory Board work closely together, and we partner with many other organisations to meet young people's needs

JOB DESCRIPTION / PERSON SPECIFICATION

JOB TITLE: Community Care Solicitor/Lawyer/Caseworker

SALARY: Up to £38000 depending on experience

ACCOUNTABLE TO: The Board of Trustees

LINE MANAGED BY: The Senior Solicitor

OVERVIEW:

It is a full time post - 35 hours per week.

The post holder will be required to work 5 days a week and to work hybrid, at the Youth Legal offices at least two days a week and remotely from home from 10am-6:00pm. Youth Legal currently operates Legal Aid Agency contracts in housing and community care. We are looking for a Community Care Solicitor/Lawyer/Caseworker.

MAIN OBJECTIVES:

- To undertake casework in relation to young people's community care issues
- To demonstrate a commitment to working with young people
- To ensure the quality of legal advice is of a high standard
- To manage the organisation of their casework
- To provide supervision or qualify as a supervisor in 6-8 months
- To have experience in legal aid work and billing legal aid
- Be able to demonstrate commitment to legal aid work and social welfare law
- To have good knowledge of civil litigation procedure

Planning and development

- 1 To advise the Senior Solicitor/Lawyer/Caseworker on staffing and service delivery issues.
- 2 To participate in the Youth Legal's initiatives as appropriate.
- 3 To coordinate activities, procedures and systems so as to promote common policies and practices.

Own Casework

- 4 To provide specialist legal advice and assistance on a wide range of:
 - a. community care problems including provision under the s17, s20, s23C of the Children Act 1989, Care Act 2014 and other related community care issues.
 - b. to have knowledge of housing problems, including homelessness, allocations, disrepair, possession proceedings or willingness to learn (training provided)
- 5 To undertake a full range of County Court and High Court litigation and advocacy on behalf of individuals and client groups.
- 6 To assist in training sessions if and when required.

- 7 To raise target-based income for Youth Legal through Legal Aid Agency funding of cases and by claiming costs from other parties where possible.
- 8 To keep up-to-date with changes in community care and associated legislation through attendance at training courses and by reading relevant community care law journals.
- 9 To undertake casework administration including Legal Aid Agency/CCMS administration and to bill cases promptly.
- 10 To engage in project work, campaigning, training, publicity and information work and support to other agencies as required.

Team Work

- 11 To encourage good team work and lines of communication between all members of staff
- 12 To participate in Team meetings where the day-to-day work is discussed and prioritised.
- 13 To work in accordance with the agreed procedures and decisions.
- 14 To act as a legal resource to caseworkers and other staff and to workers in other agencies. To provide training when necessary.
- 15 To collaborate with staff of other agencies and local community groups in undertaking work to advance the interests of Youth Legal's clients and influence practice and policy in their favour.
- 16 To provide second tier advice to other advisers who are working on behalf of young people or other client groups of Youth Legal.

Social Policy

- 17 To be alert at all times to the social policy implications of issues presented by clients.
- 18 To take appropriate action to influence social policy in regard to these issues.

General

- 19 To undertake work in accordance with the Solicitor Practice Rules and Lexcel with regard to the rules and principles of professional conduct and the agreed practice of Youth Legal.
- 20 To work with professional supervision from Youth Legal's Senior Solicitor and with accountability to the Board of Trustees.
- 21 To attend staff meetings convened by the Youth Legal's Manager and/or Senior Solicitor including the meeting of the Board of Trustees if required.
- 22 To Identify and implement own training and development needs.
- 23 To observe Youth Legal's Confidentiality Policy at all times.
- 24 To undertake all duties within the letter and the spirit of Youth Legal's Equality and Diversity Policy at all times.

- 25 To assist in cover arrangements during the absence of other members of staff or at times of pressure.
- 26 To undertake your own typing, filing, word processing and timerecording of cases.
- 27 To undertake any other duties as may be reasonably be required by Youth Legal.

Special Features

- 28 In addition to the tasks and duties listed in this job description to undertake such duties as may be identified and which are generally compatible with the functions of the post.
- 29 This job description is to provide guidance and direction. It is not an inflexible document, nor is it intended to limit the range of duties which could reasonably be expected of the Post Holder. The job description will be reviewed at each appraisal in accordance with the Staff Development Policy.

Person Specification Community Care Solicitor/Lawyer/Caseworker

Essential

- At least 2 years experience within community care law
- Experience of conducting litigation, including in the High Court, from start to finish
- Have experience of working with young people aged between 16-25 those who are in care or are care leavers, with disabilities, refugees and unaccompanied asylum seeking minors, (young) carers and families who are destitute with no recourse to public funds
- Ability to deal with young clients sympathetically and effectively
- Experience of working in an ethnically diverse community
- Proven ability to work in and contribute to the team
- Skill and knowledge to manage files efficiently and effectively and to keep accurate records of the time s/he/they spend on the work undertaken
- Good knowledge of the Legal Aid scheme and CCMS
- with a wide variety of vulnerable young clients
- Commitment to equal opportunities
- Ability to act as a legal resource to staff, volunteers and to workers in other agencies
- Be self-administering and computer literate

Desirable

- Able to encourage strong lines of communication with Youth Legal stakeholders and supervising solicitor
- Experience in providing telephone advice and 2nd tier advice
- Experience in fundraising.
- An interest in developing and pioneering litigation.
- Willingness to learn other areas of law.
- Social media skills

HOW TO APPLY

To apply for this role, download the Recruitment Pack [here](#).

Please send the following to our Director, Hazel Saunders via email hazelsaunders@youthlegal.org.uk with 'Community Care Application' in the title.

1. A current and detailed Curriculum Vitae (CV) (if selected for interview references will be required).

2. An letter explaining why you are interested in the role, including your views on the importance of Youth Legal's work and how you see Youth Legal developing in the future. We would like you to tell us about your skills, experience, abilities, and motivations with regard to the person specification and how they enable you to meet the 'Essential' criteria. Please limit the statement to 2 A4 pages.
3. Complete our monitoring form in a separate attachment (you do not have to do this and will not affect your application, however, it is useful for us to collect this information).

You can find our Strategic Plan, by visiting our [website](#).

If you want to have an informal chat about this role, please email or call Hazel on 07561574704.

CLOSING DATE: 6pm 6th December 2023

Shortlisting 8th December 2023

Interview Tuesday 12th December 2023

