



Job description

Details of the job

Post title:	Early Help Practitioner
Salary grade:	I
Hours:	Full time and flexible working arrangements including some evening and weekend work.
Location:	Locality Children's Centres
Reports to:	Senior Early Help Practitioner
Service area:	CFE, Early Help and Prevention Service

Overall purpose of the post

- To act as key worker / lead professional in the delivery and co-ordination of high quality early intervention for children aged 0 - 19 and their families with emerging complex needs which puts them at risk of poor outcomes.
- To use skills of assessment, engagement and change management within a multi-disciplinary, early intervention team to improve outcomes for children aged 0 -19 and their families.
- Draw on the principles of Integrated Working and Early Help Assessment, acting as Lead Professional to complex Early Intervention cases that have not yet hit the threshold for highly targeted or specialist response and halt unnecessary referrals to specialist services.
- Work closely and creatively with the local communities and partner agencies to establish and maintain an effective service for children aged 0 - 19 and their families in line with the stated objectives of the Early Help Strategy.

Principal responsibilities

1. Manage a caseload of children 0 – 19 and their families who are at risk of poor outcomes and entering into high cost specialist service. This will include undertaking structured and persistent one-to-one family support work as key / co worker as necessary to meet family/ project needs.
2. To lead and co-ordinate service provision to families, through a combination of direct delivery 1:1 support and group work activity, and using commissioned and partner services. Services being provided may include interventions, such as working around self esteem and confidence building, signposting to health and alcohol / drugs support, advice for parents around child development; managing behaviour and parenting techniques, helping with household management and family routines and information and advice on welfare, housing, training and return to work.

3. To carry out and oversee comprehensive whole family needs/risk assessments and to work intensively with families in their family home to engage with those who are hard to engage. To develop and propose intervention plans following assessment to create an assertive and persistent structured supportive intervention environment enabling families to explore their difficulties and strengths.
4. To offer a support and challenge approach with families to bring about positive change in behaviour, using agreed contract with consequences approaches. Act as the lead professional to co-ordinate day-to-day inputs of other agencies, including providing knowledge and advice for team members and ensuring professional boundaries are set and maintained.
5. Develop and maintain a range of strategies and resources to effectively engage children, their families, partners and communities.
6. To plan, deliver and review, individual and family support plans to assist families maintain tenancies, reduce anti social/offending behaviour and improve outcomes for children aged 0 – 19 and their families.
7. To have a clear understanding of safeguarding and protecting families from risk and harm and to participate in regular case planning and review meetings, supervision, appraisal and training.
8. To establish and maintain effective working relationships with statutory and voluntary agencies to ensure a high standard of service and support to families. Participate within the locality arrangements to support locality hubs to customers and operate a “one-stop shop” for appropriate advice and support as these are developed.
9. To ensure that monitoring and statistical information regarding the project is available for the team manager and in turn the leadership and governance group. To keep good quality casework notes in accordance with agreed data collection and recording systems and comply with agreed financial and IT procedures. Work within established procedures for monitoring information, assessment, information sharing, confidentiality, safeguarding and health and safety, undertaking risk assessments where appropriate.
10. Demonstrate awareness/understanding of equal opportunities in relation to service delivery and development, as other people’s behavioural, physical, social and welfare needs.
11. Ensure that reasonable care is taken at all times for the health, safety and welfare of you and other persons, and to comply with the policies and procedures relating to health and safety within the department.
12. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION

Post Title:	Early Help Practitioner
Grade	I
Service Area:	Children Families & Education Directorate, Early Help and Prevention Service

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<p>This post requires satisfactory clearance of an Enhanced DBS check</p> <p>Level 3 qualification in working with children, young people vulnerable adults and their families</p> <p>or</p> <p>substantial professional experience in this area</p>	<p>Qualified in evidence based intervention programmes with families</p> <p>Counselling/social work qualification</p>
Experience and Knowledge	<p>Ability to undertake individual and family assessments and assess needs and risk.</p> <p>Proven experience of direct work with families with multiple problems and with families who find it difficult to engage with services.</p> <p>Must be prepared to work flexibly with families and advocate on behalf of children, young people and vulnerable adults.</p> <p>Ability to review with families their readiness for change and work to enable families to become self reliant</p> <p>Ability to prepare and present case notes and reports in a variety of settings</p> <p>Knowledge and training in Early Help Assessment and Integrated Working</p> <p>Basic IT skills</p>	<p>Plan, design and deliver evidence based interventions in a group context</p> <p>Training in solution focussed and strengths based approaches</p> <p>Experience of working in a multidisciplinary team in the statutory or voluntary sector</p> <p>Working knowledge and understanding of the Youth Criminal Justice System</p>

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Ability and Skills	<p>Excellent interpersonal skills and effective communication with a range of professionals</p> <p>Ability to work in an open and often challenging way with children, young people, vulnerable adults and their families</p> <p>Able to convey respect for others</p> <p>Able to work as part of a team</p> <p>Demonstrate skills in mediation, negation and problem solving</p> <p>Able to assess situations with clarity and sensitivity – act professionally in and around crisis situations</p> <p>Organisational and time management skills</p> <p>Able to travel effectively in the locality</p>	<p>Demonstrate the ability to work to timescale and within budget to achieve targets set</p> <p>Demonstrate skills in working in an outcome focussed way</p> <p>Evidences of ability to use computer based case recording system</p>
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities in relation to service delivery and development, as other people's behaviour, physical, social and welfare needs</p>	