

**Job Description**

**Job Title: Senior Early Help Worker**

**Salary Grade: Grade 5**

**SCP: 25-28**

**Job Family: People Care**

**Job Profile: PC3**

**Directorate: Children’s Services**

**Job Ref No:**

**Work Environment:**

**Reports to: Service Manager Early Help Locality Team**

**Number of Reports: 0**

**Purpose:**

To work directly with children, young people and families in the home and in community settings to provide early help support and interventions.

**Key Responsibilities:**

**Early Help Outreach Support**

* Carry a case-load of children, young people and their families and co-ordinate a team around that child/family as Lead Professional. These cases will be of significant complexity and the majority will “step down” from CIN or CP for a period of at least 12 weeks of early help support. Some cases will be historical early help cases where little or no progress is being made and a fresh, more intensive approach is needed.
* Undertake outreach work, providing support for families and children in need, including home visiting, coordinating work as part of the team around the child
* Use the operating system and early help processes to assess, plan and review early help activity with each case
* Monitor the progress of all plans, review progress and adjust plans as needed; ensure all information is available for Troubled Families returns and claims
* Liaise with colleagues in the Early Help Advice and Allocations Team when considering “step up” processes and when considering “stepping down” to the universal services.
* Deliver evidence-based child development programmes
* Deliver evidence-based parenting support programmes
* Deliver learning and behaviour support
* Deliver health interventions, such as smoking cessation, where appropriate
* Work with young people to avoid them becoming NEET
* Work with colleagues in the Youth Justice Service to prevent young people re-offending
* Share with any day-care setting, school or training provider your knowledge and understanding of the developmental stages of the children and young people you support
* Provide and implement appropriate induction for families into health, family support, social care and education opportunities; sign-post families to support available through the universal services.

**Safeguarding and Child Protection**

* Maintain close links with a child/family’s former social worker when working a case that has been stepped down to ensure safe transition to early help and then to the universal services.
* Ensure accurate, timely recordings on the Child’s individual file, analysing and reflecting on child’s process
* Maintain a chronology of all significant events for children and young people on plans
* Follow Child Protection Procedures and liaise with the team around the child / care groups
* Develop professional, honest relationships with parents and children
* Contribute to the target to reduce the number of children looked after

**Training**

* Be part of the team delivering multi-agency training about early help and other aspects of support for children, young people and families
* Be a source of advice to colleagues and partners about early help, their roles and responsibilities and support them to deliver effective early help in line with those agreed responsibilities

**Corporate Contribution**

* Support the Council and its partners during any relevant inspection, including Ofsted inspections, providing such performance data, documents and analyses as are requested. You will contribute to the Self-Assessment and other preparatory activities in respect of Early Help.
* Promote the work of the Early Help Service among partners, celebrating success and encouraging improvements in service provision at all levels.