**Job Description**

**Job Title: Senior Early Help Worker**

**Salary Grade: Grade 5**

**SCP: 25-28**

**Job Family: People Care**

**Job Profile: PC3**

**Directorate: Early Help Service Together For Children**

**Job Ref No:**

**Work Environment: Your named place of Work will be Thorney Close Childrens Centre but you may be required to work at any Company recognised workplace**

**Organisational Relationships: You will report to Service Manager Early Help Locality Team**

**Description of Role:**

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

**Duties and Responsibilities specific to this post**

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.

**Statutory requirements:**

In line with the Together for Children’s Statutory Requirements, all employees should:

Comply with the principles and requirements of the Data Protection Act 1998 in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland;

Comply with the principles and requirements of the Freedom in Information Act 2000;

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information;

Use information only for authorised purposes.

**Person Specification**

**Job Title: Senior Early Help Worker**

**Service: Early Help**

**Role Profile reference: PC3**

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| **Essential Requirements** | |
| **Communicating (verbal)** - Able to share information, obtain information and have dialogue with others either in person or over the telephone. | Interview |
| **Communicating (written)** - Able to share information and obtain information from others through written communication. | Application form |
| Ability to develop knowledge, experience of or undertake:  Child Development, Evidence based parenting interventions, safeguarding issues. | Interview |
| Ability to develop knowledge, experience of:   * Child development, Evidence based parenting interventions safeguarding issues. | Interview |
| Customer Service Excellence – Able to delight customers, deliver high quality tailored services to meet needs and exceed expectations | Application form/Interview |
| Ability to meet the travel requirements of the post | Interview |
| The ability to work outside of normal working hours to meet the needs of the service. | Application form/Interview |
| Flexibility – an ability to work effectively despite changes in colleagues, settings and environment as well as changing working hours. | Application form/Interview |
| Commitment to Equal opportunities | Interview |

**Extra essential requirements – Please add or delete as appropriate to the job role.**

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| **PC Skills -** Able to effectively use a PC to prepare documents, record information or input data. | Application form/Interview |
| **Decision making –** A willingness to take action and to make decisions in line with support plans, policies and procedures, being resourceful in the face of challenges | Application form/Interview |
| **Democratic –** Seeks and considers the views of others in setting and deciding plans, activities and progress. | Application form/Interview |
| **Team working** – be able to work effectively within a busy team environment, be helpful and co-operative with others | Application form/Interview |
| **Vigour** – Works at a fast pace, copes well with higher  levels of workload. | Application form/Interview |
| **Listening** - Listens to others to assess requirements in order to respond appropriately and efficiently. | Application form/Interview |
| **Innovation -** theability to be creative in working through problems and making decisions. | Application form/Interview |