

**DARLINGTON BOROUGH COUNCIL**  
**CHILDRENS AND ADULTS SERVICES**

**JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	<b>Early Help Practitioner</b>
<b><u>GRADE :</u></b>	<b>Band 8</b>
<b><u>JOB EVALUATION NO.</u></b>	<b>E3394</b>
<b><u>REPORTING RELATIONSHIP</u></b>	<b>Team Manager Early Help / Advanced Early Help Practitioner</b>
<b><u>JOB PURPOSE :</u></b>	<b>To undertake and ensure the effective delivery of preventative work with children, young people and their families and improve their life changes.</b>
<b><u>POST NO.</u></b>	<b>D12016 / POS001123</b>
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	<b>Level 1, Expected Competencies for all employees</b>

**MAIN DUTIES/RESPONSIBILITIES**

1. To work in partnership with children, young people, their families and other professionals to support families who have multiple problems by providing targeted interventions. This will include supporting families who meet the criteria for the National Troubled Families and High Impact Household Programmes.
2. To act as a Lead Professional when required and coordinate packages of support.
3. The interventions will include addressing issues such as behaviour, relationship difficulties within the family, anger management, employability and to help children at the edge of care by assisting parents in developing strategies to enhance their parenting skills to prevent family breakdown.
4. To have an understanding of key issues that impact upon families, for example, domestic abuse, substance misuse, worklessness, mental health, debt and anti-social behaviour, young people being at risk of not reaching their potential in education or training. To undertake assessments and planning to reduce the impact of these issues on the children and their families. To offer advice and guidance to the whole team dependant on specialist areas of knowledge.
5. To provide intensive practical support and advice and guidance to children, young people and their families and where appropriate refer to other agencies.
6. To have an understanding of child development, family dynamics and the impact of family life.

7. To adhere to practise standards timescales and contribute to the performance agency
8. To assist by undertaking appropriate additional tasks that supports the delivery of specific case interventions
9. To play a key role in the assessment and identification of the needs of children and young people in the context of a whole family approach. To contribute, lead and deliver a package of interventions to address needs through assessment, planning, review and direct work.
10. To support other families to understand how the intensive interventions are part of an overall plan for the child or young person and ensure the service delivery complements that plan
11. To enter data on to the electronic case management system which will include notes of observations made during interventions
12. This post involves frequent contact with and occasional responsibility for children.
13. To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
14. To understand and ensure the staff team are familiar with the LSCB Child Protection Procedures and to implement them appropriately.
15. To participate in 1-1 supervision and completion of Personal Development Plans to practise.
16. To adhere to all other published policies, standards and procedures for the delivery of social care services
17. To highlight any deficiencies in the standard of service delivery and to inform line management about unmet needs, gaps and shortfalls in service provision
18. Carry out your role in line with the Council's Equality agenda
19. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
20. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
21. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
22. Carry out your role in line with the Council's Equality agenda.
23. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
24. Any other duties of a similar nature related to this post that may be required from time-to-time.

25. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
26. You are required to safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
27. This post has a high level of contact with, and responsibility for, children
28. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
29. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: January 2019

**DARLINGTON BOROUGH COUNCIL**  
**EARLY HELP PRACTITIONER**  
**CHILDRENS AND ADULTS SERVICES**  
**POST NO. D12469 / POS001123**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
<b>Qualifications &amp; Education</b>			
<b>1</b>	NVQ3 or equivalent recognised professional qualification relevant to service specialism For Early Years provision, NVQ3 or equivalent recognised childcare qualification.	<b>E</b>	
<b>Experience &amp; Knowledge</b>			
<b>2</b>	Approx. 2 years' experience of working with and supporting parents and families	<b>E</b>	
<b>3</b>	Experience of delivering family support in the home and community setting	<b>E</b>	
<b>4</b>	Knowledge of relevant practice e.g. childhood and adolescent development, family dynamics, domestic abuse, drug and alcohol, worklessness, young people who may not reach their full potential in education and training etc.	<b>E</b>	
<b>5</b>	A working knowledge of the early help framework	<b>E</b>	
<b>6</b>	Experience and knowledge of parenting programme delivery	<b>E</b>	
<b>7</b>	Understanding of children with additional needs	<b>E</b>	
<b>8</b>	Understanding and experience of using 'Team around the Family' approaches to influence positive change	<b>E</b>	
<b>9</b>	Experience of working in a multi-agency approach	<b>E</b>	
<b>10</b>	A working knowledge of early intervention and safeguarding	<b>E</b>	
<b>11</b>	A working knowledge of the core purpose and delivery requirements of the children's centre agenda and/or any other national agenda (e.g. Troubled Families)	<b>E</b>	
<b>12</b>	Approx. 2 years' experience of interpreting legislation, policy or procedures to give recommendations and advice	<b>E</b>	
<b>Skills</b>			
<b>13</b>	An ability to critically analyse and link information about families to identify emerging or historical patterns of behaviour that are detrimental to the health and well-being of children	<b>E</b>	
<b>14</b>	An ability to work across agency and service boundaries to maximise	<b>E</b>	

	resources for children and their families		
15	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations)	E	
16	Ability to work individually and as part of a team	E	
17	Ability to engage positively with service users, colleagues and the most difficult to engage families	E	
18	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager.	E	
19	Ability to monitor understanding of others, develop approach and take corrective action if required	E	
20	IT literate, capable of using MS Word/Excel and office packages.	E	
<b>Personal Attributes</b>			
21	Ability to demonstrate creative skills	E	
22	Flexible and proactive attitude to work	E	
<b>Special Requirements</b>			
23	Ability to work in a flexible manner including evening and weekends on an regular agreed basis	E	
24	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
25	Capable of independent travel to carry out the requirements of the post	E	
26	Interest in working with children to promote their development and educational needs.	E	
27	Ability to form and maintain appropriate relationships and personal boundaries with children.	E	
28	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	
29	Suitability to work with children.	E	
30	Enhanced DBS check required and 3 yearly re-checking process will be undertaken		