

**Job Description**

**Job Title: Early Help and Activity Worker**

**Salary Grade: Grade 3**

**SCP: 7 - 11**

**Job Family: People Care**

**Job Profile: PC2**

**Directorate: Children’s Services**

**Job Ref No:**

**Work Environment:**

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

**Number of Reports: 0**

**Purpose:**

To work directly with children, young people and families in the home and in Children’s Centres to deliver activities, primarily to vulnerable group, and identify those who would benefit from early help support.

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

It is expected that the role will be split relatively evenly between activities and direct early help work each week. The early help case load will be primarily, but not exclusively, families with children in the younger age-range and with less complex needs and vulnerabilities.

**Key Responsibilities:**

**Engagement of parents from vulnerable groups**

* Actively pursue the involvement of hard to reach groups, ensuring that Children’s Centre services reach at least 65% (and ideally 80% - 96%) of targeted families within the Centres’ reach area.
* Make direct contact with parents/carers and community groups, promote the Children’s Centre activities and register families for on-going information and support
* Undertake new birth visits
* Support children/families to enable them to participate in a range of Children’s Centre services and activities as appropriate to their specific needs
* Ensure the development of parent/community participation in the Children’s Centre
* Engage with provision within the community
* Signpost parents/carers to a range of universal groups and support services on offer
* Work jointly and creatively with colleagues from other agencies
* Support the 0-19 Service in the delivery of the Supported (Vulnerable) Parents’ Pathway

**Provision of Children’s Centre Activity**

* Provide and implement appropriate induction opportunities into health, family support, social care and education opportunities
* Set up, promote, deliver and evaluate the impact of groups and activities according to the needs of the local population and according to the Centres’ priorities
* Support parents to become involved in the development of new groups as appropriate and to ensure that all groups are accessible to vulnerable families
* Use these groups and activities to identify children and families requiring a higher level of support and sign-post them to outreach services
* Deliver evidence-based child development programmes
* Deliver evidence-based parenting support programmes
* Deliver learning and behaviour support
* Promote and implement an inclusive environment for all children and families
* Share with day-care settings, schools and early help staff your knowledge and understanding of the developmental stages of children accessing services
* Complete daily records of all activities for children on plans
* Ensure that children eligible for the two year old funded offer are identified and signposted to appropriate day-care settings

**Early Help 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
* Carry a case-load of children, young people and their families, commensurate with need and complexity, and co-ordinate a team around that child/family as Early Help Co-ordinator
* Undertake outreach work, providing support for families and children in need, including home visiting, coordinating work as part of the team around the child
* Work closely with the Health Visiting Service to provide support to parents on the ‘Supported Parents’ Pathway’
* 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
* Deliver advice and support in the home and in early education settings to parents and professionals for children with special educational needs and disabilities (SEND)
* 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
* Promote and implement an inclusive environment for all children and families
* Contribute to a range of activities in response to local need
* 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

**Safeguarding and Child Protection**

* 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

**Company Contribution**

* Support the Company 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.
* Attend such staff meetings, briefings and training as required by the Director of Early Help as part of the wider Early Help offer.

**Statutory Requirements**

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

* Comply with the principles and requirements of the General Data Protection Regulation (GDPR) 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.
* Undertake the duties of the post in accordance with the Company’s Equal Opportunities Policy, Health and Safety Policy and legislative requirements and all other Company policies.

**Person Specification**

**Job Title:** Early Help and Activities Worker

**Role Profile reference:** PC2

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| **Essential Requirements**  |
| **Qualifications:*** Level 3 or higher qualification in an appropriate discipline.
* Level 2 English (Grade C GCSE or equivalent)
* Level 2 mathematics (Grade C GCSE or equivalent)
* At least one accredited parenting, counselling, play therapy, mental health, domestic abuse or other relevant family intervention training qualification
* Must have access to transport and be able to work in the community
 | Application Form/Interview |
| **Experience of:*** Working with children, young people and their families
* Working in a challenging and pressured environment
* Multi-agency, inter-disciplinary working
* Co-ordinating family support meetings (or equivalent, such as Teams Around the Family)
 | Application Form / Interview |
| **Knowledge and understanding of :**:* The legal framework pertaining to safeguarding and child protection
* The Troubled Families programme
* SEND Code of Practice
* The role of Children’s Centres
 | Application Form / Interview |
| **Ability to:*** Work within regulations and agreements pertaining to confidentiality, information-sharing, GDPR, safeguarding
* Engage in meaningful professional relationships with children, young people and their families
* Communicate effectively with a range of audiences and in a variety of formats (verbal and written)
* Make observations during planned work with children, young people and their families and to keep accurate recordings of these
* Assess, plan, review and measure progress towards agreed outcomes for children, young people and their families
* Work flexibly and on own initiative
* Make decisions and problem-solve
* Recognise and respond appropriately to risk
* Respond professionally to high levels of challenge
* Offer support and guidance to team members when required
* Prioritise or reprioritise workload, meet stringent deadlines and targets and work to national standards
 | Application Form / Interview |

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**Date**: 18 January 2019