

**Job Description**

**Job Title: Early Help Worker (HAF and Prevention)**

**Salary Grade:** Grade 5

**SCP:** 17 - 22

**Job Family:** People Care

**Job Profile:** PC 3

**Directorate:** Early Help

**Job Ref No:**

**Work Environment:** Office, agile and outreach

**Reports to:** Early Help Assistant Team Manager (Prevention and Participation)

**Number of Reports:** None

Your normal place of work will be at the Stanfield Centre, but you may be required to work at any Company recognised workplace.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check.

**Purpose:**

To work directly with children, young people and families providing support and brief interventions to ensure they can access preventative provision.

To support providers to deliver high quality Holiday, Activity and Food Programme.

To work with schools and academies to ensure the right children and young people are offered access to the Holiday Activity and Food Programme

To work with partners to ensure a one stop approach to all children, young people and their families.

**Key Responsibilities for Early Help Family Support (see below for specific HAF and Prevention focus)**

* Carry a case-load of children, young people and their families and co-ordinate a team around that family as Early Help Co-ordinator. 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 cases stepped up from the universal services where little or no progress is being made or where issues have become more complex and a fresh, more intensive approach is needed.
* 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. Increase the number of Troubled Families claims due to ‘significant and sustained progress.’
* 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.
* 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.

**Holiday Activity and Food focus:**

* To work with providers to ensure that all activities contribute to the personal and social development of young people by keeping them safe and healthy, enjoying school and making a positive contribution to their local communities.
* To work with children and young people to ensure that the needs and wishes are at the heart of service provision.
* Take a lead in the planning of internal HAF delivered provision in line with the criteria set put by the Department of Education.
* Undertake evaluation of HAF activity sessions, complete appropriate monitoring documents and submit required paperwork on the stipulated date and time.
* To work with providers to ensure the health and wellbeing of young people and where appropriate liaise/refer to other supporting agencies.
* Work across the City
* Attend any meetings as required to support all of the above processes

**Prevention Mobile Service**

* To establish effective working relationships with children, young people, families and professionals to achieve best outcomes for children.
* To contribute to the delivery of the Prevention bus Wear here 4 You within schools and communities as directed by the Prevention and Participation ATM and TM.
* Undertake outreach work, providing support for children, young people and their families including home visiting, community visits, evening work coordinating work as part of the team around the child.
* Deliver evidence-based child and young people development programmes.
* Deliver evidence-based parenting support programmes.
* Deliver learning and behaviour brief interventions in a mobile setting
* Deliver health interventions, such as smoking cessation and C Card, where appropriate.
* Work with young people to avoid them becoming NEET.
* Work with colleagues in the police and Youth Justice Service to prevent young people engaging in anti-social and offending behaviour
* Work with health colleagues tackling food poverty, obesity and social inequalities in line with national health campaigns.

**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 or targeted youth services and then to the universal services.
* Ensure accurate, timely recordings on the child’s individual file, analysing and reflecting on the child’s progress.
* 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 targets to reduce the number of cared for children, children on child protection plans, children on child in need plans and first-time entrants into the youth justice system.

**Additional Information/Other Requirements:**

* Current driving licence and access to a car or means to mobility support
* To be able to work flexible hours as directed and required by the post, including evening and weekends.

**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.
* 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.
* This position is a politically restricted post as identified by Together for Children and in accordance with The Local Government and Housing Act 1989 (LGHA).

**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 Directorate 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.



**Person Specification**

**Job Title:** Early Help Worker (HAF and Prevention)

**Role Profile reference:** PC3

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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 a relevant attendance training qualification * Must have access to transport and be able to work in the community | Application Form/Interview |
| **Significant 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 problems faced by children, young people and their families nationally, regionally and locally * The legal framework pertaining to safeguarding and child protection and attendance procedures * The Supporting Families programme * SEND Code of Practice * Social inequalities * Food and nutrition | 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 |

**Author**: Jane Wheeler

**Date**: March 2022