



Job Title:	Early Help Return Home interview worker
Team/Service Area:	Targeted Youth Services/Prevention & Aspiration
Salary/Grade:	Grade 5
Line Manager:	Prevention and Aspiration Team Manager
Direct Reports:	None
Location:	Thorney Close Family Hub base but will work across the city.

About Us

Established in 2017, Together for Children Sunderland is on a mission to improve services in social care, early help and education and engage the whole community in giving children and young people in Sunderland the best possible opportunity to thrive.

Our dedicated workforce strives to make a difference, irrespective of our work vocation or specialism.

We value diversity and actively seek candidates from all backgrounds, including various ages, disabilities, neurodiverse individuals, gender identities, sexual orientations, religions, beliefs, races, and cultural backgrounds. Our inclusive workplace culture fosters collaboration and excellence.

Find out more: [Find out more - Together for Children](#)

About the Role

Conduct Return Home Interviews (RHI) with young people who have been reported missing from home or care.

Work directly with children, young people, and families in the home and in community settings to gather their voice and gain an understanding of the reasons why they go missing. To provide information advice, and guidance and to signpost and refer to partner agencies for further support if appropriate.

Improve outcomes for vulnerable children, young people, and their families specifically in relation to the Company's Key Performance Indicators and Supporting Families targets.

This role is exempt from the Rehabilitation of Offenders Act 1974 and therefore requires a satisfactory Enhanced Disclosure and Barring Service (DBS) Check.

Key Responsibilities

- Work flexibly across the week with an option to work evenings, weekends, and Bank Holidays (if that is suitable to the candidate) to conduct Return Home Interviews (RHI) with young people who have been reported missing from home or care.
- Work to specified timescales to deliver the statutory function of offering an RHI to young people who have been reported missing. This will include face to face meetings with young people and their families in the home, community or school setting or telephone conversations.
- You will use a case management system to complete all relevant return home interview paperwork and maintain client records.
- Ensure accurate, timely recordings on the child's individual file, analysing and reflecting on the young person's missing episode.
- Find creative ways and be proactive at engaging young people who have multiple barriers and are reluctant to participate in an RHI to prevent further missing episodes.
- Encourage all young people who go missing to sign up to the 'Mind of My Own' app.
- Use a multi-agency approach and share information or make appropriate referrals to or signpost young people to other services within the Early Help Directorate, or in the voluntary sector. This might include, but is not limited to, YDAP, YOS prevention, sexual health services, PREM, Waythrough safe return, Careers support and community activities.
- Attend monthly Children's home champion meetings and monthly Partnership reduction, exploitation and missing (PREM) meetings. Attend regular regional missing meetings with other local authorities. You may also be invited to attend strategy meetings or peer mapping sessions for specific young people.
- Deliver sexual health interventions for C Card, where appropriate.
- As part of the Prevention and Aspiration team you will also support with key follow up support on young people not in employment education or training (NEET) and those young people who are missing from education (CME)
- To safeguard and promote the welfare of children and young people.
- Develop professional, honest relationships with parents and children.
- Champion equity, diversity and inclusion in all aspects of your work and the communities you assist.

Our Expectations

You must undertake this role in accordance with the requirements set out below:

- Comply with Together for Children's Code of Conduct, People policies and procedures, Health and Safety Policy and EDI Statement.
- Uphold all relevant professional policies, standards and legislative requirements
- Adhere to the Data Protection Act 2018 and GDPR principles in relation to the management and handling of personal and/or sensitive information and respect the privacy of personal information managed by Together for Children Sunderland.
- Comply with the Freedom of Information Act 2000.
- Follow Together for Children Sunderland's and NHS ICB's information security standards.

This job description is a guide to the duties you will be expected to perform. It is not an exhaustive list, and you may be required to undertake other tasks and duties not listed that are reasonably commensurate with the job role and grade of the post.

Where a fundamental change to the job description is needed this will be discussed with the postholder prior to any changes being made

Date: 10.02.2026

Person Specification – Early Help Return Home interview worker

The essential requirements for this post and how candidates will be assessed are set out below. Where ‘application form’ is the method of assessment, candidates should evidence that they meet these criteria, to be successful at the shortlisting stage.

Essential Requirements	Method of Assessment
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	Application Form
Experience - Working with children, young people, and their families, particularly adolescents. - Working in a challenging and pressured environment - Multi-agency, inter-disciplinary working - Maintaining young people’s information, analysing information and writing reports. - Trauma informed practice	Application Form/Interview
Knowledge and Understanding - Understanding of safeguarding and child protection policies and procedures - The problems faced by children, young people, and their families nationally, regionally, and locally - The reasons why young people go missing from home or care - Adverse Childhood experiences and Trauma informed practice	Application Form/Interview
Skills and Abilities - Ability to manage time and diary effectively and independently - Ability to manage multiple tasks and meet deadlines - Strong communication skills, verbal and written - Ability to assess risk and safeguarding concerns and escalate appropriately - Ability to develop and maintain trusted relationships with children and young people.	Application Form/Interview
Other Requirements Must have access to a car and have a full UK driving license; this includes the ability to conduct return home interviews out of borough.	Application Form

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