

Job description

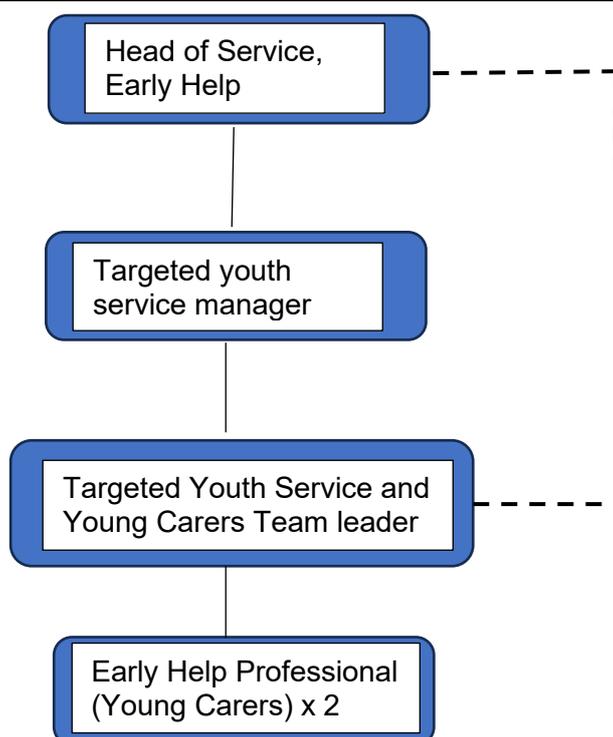
Job title:	Early Help Professional (Young Carers)		
Directorate:	People	Salary:	£36,363 - £40,777 FTE plus £729 London Weighting
Section:	Early Help	Grade:	BG-G SCP 25 - 30
Location:	Family Hubs	Work style:	Flexible

Key objectives of the role

The Young Carers Service in Bracknell, situated in Early Help, provides vital support to children and young people who provide emotional and/or practical support and assistance for a family member who is disabled, physically or mentally unwell or who misuses substances. Our service works in partnership with families, schools, and community organisations to ensure young carers are recognised, valued, and supported to achieve their full potential. We focus on reducing the impact of caring responsibilities by offering practical help, information and opportunities for young carers to take part in activities that promote well-being and social inclusion.

- The Young Carer's Early Help Professional will champion the rights and needs of young carers, proactively triage and process referrals, coordinate needs assessments and reviews, and coordinate multi-agency support plans that reduce inappropriate caring, safeguard and promote wellbeing, protect education (attendance and attainment), and support smooth transitions (16–18) into adult services where appropriate.
- The Young Carers Early Help Professional will lead on timely, high-quality transition assessments for young carers approaching adulthood. The role ensures that each assessment is proportionate, strengths-based and compliant with statutory duties, forming the foundation for personalised support plans that safeguard wellbeing, reduce inappropriate caring, and promote positive outcomes in education and life chances.
- Young Carer's Early Help Professional will develop interventions and approaches for young people aged up to 18 to take part in a range of universal activities that support their wellbeing, development and support them with their responsibilities as a young carer.
- Young Carer's Early Help Professional will provide support, advice and training to other professionals, such as social workers and Early Help Professionals on Young Carers as required and act as an expert for the agenda within their responsibility.

Designation of post and position within departmental structure



Daily and monthly responsibilities

1. To process assessments received from schools, other professionals and self-referrals, assessing the needs of young carers, coordinating support plans and ensuring the voice of the young person/child has been captured.
2. To maintain the young carers databases, register and create individual case files on the case recording system mosaic.
3. Complete transition assessments when young carers are approaching adulthood, completing a transition support plan following the assessment.
4. To deliver training and information sessions to support schools and professionals with the early identification of young carers.
5. Provide information, advice and guidance to effectively engage young people, partners and communities.
6. To organise the delivery of appropriate support for individuals and groups of young carers, as part of the service offer, to ensure packages of support are available to address key risks that are faced by young carers.
7. Undertake comprehensive needs/risk assessments/safety plans and ensure that case recordings meet the services' standards.
8. Develop relationships with key stakeholders (internal and external) to promote young carers and services available to them.
9. Promote and co-ordinate day-to-day inputs from other agencies, including providing knowledge and advice for other EHPs and ensuring professional boundaries are maintained.
10. To establish and maintain effective working relationships with statutory and voluntary agencies to ensure a high standard of service to families. Managing conflicting priorities and urgent situations.
11. To participate and contribute to regular service planning and meetings, supervision, appraisals and training.

12. Ensure that all young people can contribute to key decisions affecting their lives, to campaign on issues that impact on their lives and to participate in democratic processes and decision making.

Scope of role

As a designated flexible worker, the postholder will have the flexibility to divide their time between Braccan Walk Youth Centre, Children's Centres and Community facilities as required.

The post holder is responsible for following and maintaining all policies and procedures.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

The job description will be flexible to allow for changing priorities and needs and will be developed in conjunction with the postholder.

A number of clients may exhibit challenging behaviour be in distress and/or resist engagement. There will be a need to work intensively over extended periods of time with families to effect change.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Person specification

Key criteria	Essential	Desirable
Skills and qualifications	<p>Educated to at least Level 4 in Youth work or another relevant professional or occupational qualification and /or equivalent experience</p> <p>Educated to GCSE A-C level or equivalent (to include Maths and English)</p>	<p>Degree in Youth work or similar field</p> <p>Up to date training in safeguarding</p>
Competence summary (Knowledge, abilities, skills, experience)	<p>Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.</p> <p>Substantial experience of working with young people and their families, 1-1 and in groups</p> <p>Knowledge of factors that can affect young carers and experience of working with young carers to overcome these</p> <p>Able to listen to, relate to and communicate well with young people and adults, and adapt communication style to meet individual needs</p> <p>Able to work effectively as part of a team and follow and interpret instructions and guidance</p> <p>Able to work on own initiative and plan and deal with conflicting priorities in organising own work schedule</p> <p>Excellent communication skills / IT skills / report writing</p> <p>Ability to demonstrate an understanding of information sharing and the relevant guidance / legislation supporting this</p> <p>Knowledge of undertaking holistic early help family assessments</p>	<p>Understanding of the Prevent agenda</p> <p>Knowledge and understanding of the Supporting Families Agenda</p> <p>Knowledge of the legislative framework that effects young carers and adult carers</p> <p>Experience of supporting young carers and siblings who have additional SEND needs</p>

Up-to-date knowledge and understanding of safeguarding

Experience of working with a multi-agency team and an understanding of possible challenges

Able to learn and take responsibility for own development and share knowledge with colleagues and support their development

Experience of recording sensitive information, maintaining case files and respecting confidentiality and data sharing protocols

Understanding of early help and the wider context to which youth services operate

**Work-related
Personal
Requirements**

The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment

Able to demonstrate a restorative, patient, friendly approach

Able to prioritise competing demands and work under pressure

Committed to equal opportunities

Experience and skills in the use of IT platforms for communication, recording and managing work programmes

**Other work
requirements**

A satisfactory enhanced Disclosure and Barring Service check

The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time

This post is exempt from the Rehabilitation of Offenders Act 1974

As a designated flexible worker, the post holder will have the flexibility to divide their time between Bracknell Council buildings

	Able to work occasional weekends and evenings
Role models and demonstrates the Council's values and behaviours	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>

All staff should hold a duty and commitment to observing the Council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and Council policies/procedures.

