

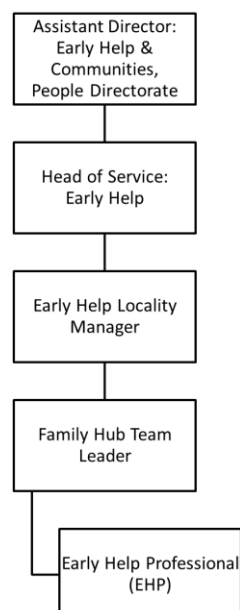
## Job description

<b>Job title:</b>	Early Help Professional (EHP) (part time 22 hours per week)		
<b>Directorate:</b>	People	<b>Salary:</b>	<p>For 22 hours per week: £21,621 – £24,245 per year plus £433 pro-rata London Weighting and £963 Essential Car User Allowance</p> <p>FTE: £36,363 – £40,777 per year plus £729 London Weighting and £963 Essential Car User Allowance</p>
<b>Section:</b>	Early Help	<b>Grade:</b>	BG-G SCP 25 - 30
<b>Location:</b>	Family Hubs	<b>Work style:</b>	Flexible

### Key Objectives of the role

- Early Help Professionals (EHPs) provide targeted early help support to families, children and young people aged between 0-19 years who have a range of needs which may include parenting support, domestic abuse support, emotional well-being, family routines, housing and financial concerns or support with school attendance.
- EHPs undertake assessments and develop support plans that build on families' strength and help them to overcome the issues and difficulties they are experiencing using a Team Around the Family approach. As the lead professional the EHP will co-ordinate the work of other services and agencies, including the voluntary sector to support the family and/or young person.
- EHPs work within a multi-agency family hub arrangement alongside the Education Welfare Service, health services and targeted youth support as part of whole family working arrangements to improve outcomes for children and young people.

### Designation of post and position within departmental structure



## Daily and monthly responsibilities

All family and group work will be appropriately documented and evaluated to ensure positive outcomes for children, young people and their families.

1. To manage a caseload of families by providing targeted whole family holistic support using the Team Around the Family model.
2. To undertake whole family assessments and risk assessments to inform one to one support for the family/young person and undertake regular reviews with families.
3. To deliver interventions with parents and young people using a solution focussed approach, ensuring that clear outcomes are achieved, and emerging safeguarding issues are identified and responded to.
4. To ensure that the voice of parents/carers, children and young people are included in assessments, plans and reviews.
5. To plan, deliver and review individual and family support plans to assist families.
6. To deliver programmes and group work where appropriate.
7. To promote and co-ordinate day to day contributions from other agencies, including providing knowledge and advice for other EHPs and ensuring professional boundaries are set and maintained.
8. To establish and maintain effective working relationships with statutory and voluntary agencies to ensure a high standard of service to families.
9. To manage competing priorities and operational needs as they arise.
10. To work within established procedures for monitoring information, assessment, information sharing, confidentiality, safeguarding and health and safety, undertaking risk assessments where appropriate.
11. To participate and contribute to regular case planning and review meetings, supervision, appraisal and training.
12. To work outside core office hours as necessary.

## Scope of role

Visits to family homes will be required for this role.

The postholder will receive an essential car allowance and will be expected to hold a valid driving licence and car.

The postholder 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.

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
<b>Skills and qualifications</b>	<p>Educated to at least a level 4 in one of the following areas social care, education, parenting and family work or health services or equivalent experience</p> <p>Educated to GCSE A-C level or equivalent (to include Maths and English)</p>	<p>Degree in one of the following areas social care, education, parenting, family work or health services</p> <p>Hold a relevant qualification or have direct experience of working with children, young people and adults with mental health issue, substance misuse and/or domestic abuse</p> <p>Trained to deliver/facilitate evidence-based parenting programmes</p>
<b>Competence Summary</b> (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>Knowledge and understanding of learning and development of children and young people.</p> <p>Ability to build positive working relationships with partners and stake holders and operate within a multi-agency framework</p> <p>Up to date knowledge and understanding of safeguarding</p> <p>Excellent communication skills / IT skills / report writing</p> <p>Ability to work with complex families and an understanding of holistic family support</p> <p>Knowledge/experience of undertaking holistic early help family assessments</p> <p>Ability to demonstrate an understanding of information sharing and the relevant guidance / legislation supporting this</p> <p>Experience of carrying out risk assessments</p>	<p>Awareness of the national agenda of systemic child and family work</p> <p>Knowledge of the range of factors that will influence and impact on family life</p> <p>Understanding of the national Troubled Families programme</p> <p>An in-depth understanding of mental health, substance misuse and domestic abuse issues and the impact on children and young people</p> <p>Experience or understanding of working with schools and maintaining relationships</p>
<b>Work-related Personal Requirements</b>	<p>The postholder 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</p> <p>Understanding of the range and types of services and supports available to young people and families</p>	<p>Understanding of monitoring and evaluation techniques</p> <p>Negotiating skills</p> <p>Experience / knowledge of measuring impact and outcomes</p>

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Understanding of inclusion, equality and diversity and how to promote positive values. Ability to build confidence and resilience in parents

Ability to share and support best practice and challenge poor practice

Understanding of the Early Help agenda

Proactive, self-motivated, and resilient

Ability to work in partnership with others, including children, young people and families in a range of settings

Solution focused and problem solving (thinking “outside the box”)

Able to recognise and manage conflicting pressures

Able to work both collaboratively and independently using own initiative

Possess excellent time management skills

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**Other Work Requirements**

A satisfactory enhanced Disclosure and Barring Service check.

Political awareness within the context of Local Authority working.

This post is exempt from the Rehabilitation of Offenders Act 1974

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

As a designated flexible worker, the postholder will have the flexibility to divide their time between Portman Close, Children’s Centres and Community facilities as required

Visits to family homes will also be required

Flexibility about patterns of working hours

Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults

Ability to meet deadlines

Commitment to equal opportunities and Anti- Discriminatory Practice

Car Owner – driver

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Ability to work outside office hours

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**Role models and demonstrates the Council's values and behaviours**

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.

We make our values real by demonstrating them in how we behave every day.

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**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.**

