



Job Description

Job Title	Early Help Assessment Officer
Directorate	Children and Young People's Services
Service Area	Early Help
Grade	4
Competency Level	1
Salary	£23,194- £26,845
Job Type	Office Based
Location	Belle Vale Children's Centre
Disclosure and barring service (DBS)	Enhanced DBS
Job Evaluation Ref No	Not Applicable

Job Purpose

To provide strong support via EHAT support team to practitioners undertaking Early Help Assessments and ensure effective recording of data for appropriate reporting and demonstration of agency accountability.

To respond to requests for support made to Early Help Hubs by partner services/agencies and promote best practices in arranging Team Around the Family Meetings, completion of EHATs, and review processes.



Directly Responsible For:

Not Applicable

Directly Responsible To:

Early Help Assessment Co-ordinator

Main Areas of Responsibility:

- Under the direction and supervision of the Early help Assessment Coordinator, provide high quality support to Early Help practitioners, using personal initiative to carry out the duties of the post in such a way as to make a direct and positive contribution to the process of Early Help Assessments.
- To support the necessary cultural shift in embedding Early Help across partner services and promote the Levels of Need Framework being applied to practices and remind practitioners of their responsibility to apply the agreed levels of need when supporting early help and when there is a need to escalate for statutory interventions.
- Support practitioners in organising Team Around the Family meetings and reviews, and advise on attendance or contributions to meetings, so that EHATs are effectively undertaken by the most appropriate service or agency practitioner and relevant partners are taking an active role in the TAF.
- Support practitioners to effectively engage with families and maintain good levels of engagement so that agreed actions are completed and families remain supported for as long as is necessary in receiving multi-agency support from Early Help services.
- Share best practices of the EHAT process by providing positive challenge to practitioners and delivering information sessions where appropriate. Job holders may be asked to deliver multi-agency workforce development sessions where appropriate, and when competent to do so.



- Under the direction of the Early Help Co-ordinator, support the engagement of appropriate services/agencies to undertake EHATs, where an Early Help referral has indicated the need for an EHAT.
- Ensure Lead Professionals are clear on what is required of their role before withdrawing support (there is no time limit, but Lead Professionals should be clear from the outset that support is an initial offer, not an ongoing admin support function) and escalate any concerns about difficulties in engagement by partner services to the EHAT Co-ordinator for this to be raised with the Early Help Team Manager.
- Provide meticulous recording of EHATs and Reviews (where external partners are unable to access systems to do this) and offer reminders to Lead Professionals where reviews are not carried out in a timely manner.
- Under the direction of the Early help Co-ordinator, interrogate EHAT data to inform reports for strategic intelligence and to support the effective embedding of Early Help across partner services.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

Supervision and Management Responsibility:

Not Applicable

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.



Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

- Not Applicable

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.



The post holder will be required to demonstrate the ability to perform at the following competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.



Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- NVQ Level 3 (or equivalent) in a relevant qualification that is encompassed by Early Help Services * (A)

Desirable

- Evidence of recent and relevant Safeguard training

Experience

Essential

- N/A

Desirable

- Experience of working with Children's or Adult Social Care Services in a capacity that required a working knowledge of data protection legislation and the importance of confidentiality.
- Substantial experience of new technology and its applications, i.e. Microsoft Office, Capita, Liquid Logic etc.



- Experience of successfully engaging partners in meetings, planning, note taking, etc

Skills/Abilities

Essential

- Ability to maintain accurate and detailed information records, with meticulous attention to detail * (A, I)
- Ability to work under pressure and meet strict deadlines and deploy good time management and organisational skills.* (A, I, P)
- Ability to engage practitioners at all levels, using effective interpersonal and communication skills.* (A, I, P)
- Ability to motivate, and model best practices using problem solving and mentoring skills*. (A, I)

Desirable

- Ability to be sensitive, compassionate and non-judgemental
- Ability to support practitioners to engage with families from diverse backgrounds.

Commitment

Essential

- Be self motivated and resilient.* (A,I)
- A commitment to work flexibly and sometimes out of office hours where required (planned)* (A)



Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- A commitment to personal development

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level.