

SEFTON MBC - Localities

JOB DESCRIPTION

Senior Early Help Worker VAS

Post No:

tbc

Location:

Agile within delivery points

Job Evaluation Number:

tbc

Grade:

I

Responsible To:

Team Manager VAS

Responsible For:

Early Help Workers

JOB PURPOSE

1. Responsible for safeguarding and promoting the safety and wellbeing of children, (11-18) and their families by creatively delivering high quality interventions, acting as their single point of contact and coordinating a holistic, temporary offer of support.
2. Responsible for the management and development of an allocated staff team.
3. Deliver effective case management to improve practice and performance that benefits children and families
4. Support and develop key themes of activity within the VAS offer to ensure that the service meets the existing and emerging needs to children and their families

MAIN DUTIES

1. Ensure that targeted interventions are creatively delivered to address root causes of risk and concerns using appropriate tools
2. Develop plans to manage risk and improve children's safety using prescribed assessments and working within the legislative framework
3. Manage and support staff so that practice meets the standards outlined in inspection frameworks
4. Deliver high quality oversight to support staff who are managing a caseload. Provide direction and support to improve practice and outcomes for children and families.
5. Promote Trauma Informed Practice throughout all interactions and interventions with children and families
6. Ensure that children's plans are reviewed and evaluated appropriately with a focus on outcomes and exit strategies.
7. Influence practice improvement based on data evidence, cohort profiling, creative ideas and planning

8. Provide quality assurance support as agreed by the management team e.g. peer QA audits for reports. Ensure QA framework is central to all practice.
9. Attend and represent the service at a range of Council and partnership meetings service meetings and council forums.
10. Support the Team managers with strategic planning to support workforce development.
11. Ensure that reports are accurately recorded on relevant systems, are of high quality and are reviewed according to defined timescales.
12. Lead in collaborative working practices and the development of partnership working across Youth Justice Service, Health, Education, Social Care and voluntary Sectors, ensuring that information is shared and plans are jointly actioned.
13. Promote knowledge and understating of legislative requirements across a range of activities which are subject to external inspection regimes.
14. Support and contribute to the preparation for inspection and other reviews.
15. Address safeguarding concerns and escalate according to policy.
16. Manage, lead and develop an allocated staff team ensuring effective support through coaching, mentoring, case supervision, support with supervised contacts, Performance Development Reviews and training as required.
17. Co-ordinate and manage resources available to achieve efficient operational practices and adequate staff ratios.
18. Utilise IT systems to evidence the journey of change through accurate and up to date records in accordance with national guidance requirements. Identify any improvements to IT systems that would improve operational efficiency.
19. Ensure all client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act 1998 and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Department facing court proceedings.

SPECIAL CONDITIONS

1. A casual car allowance mileage rate payable as appropriate.
2. The post holder will be expected to move between locality delivery points depending on the needs of the service
3. It is envisaged that the future service will encompass some evening and weekend working to meet the needs of the children, young people and their families for example; home visits, telephone contacts outside of normal office hours, scheduled 1-1 meetings and group work. Once this service is implemented postholders will be expected to participate on a rota for evenings and weekend work as a contractual arrangement. Enhanced rates will be payable, as appropriate, in accordance with the Councils Terms and conditions of service. This service provision will be subject to separate consultation arrangements with staff and Trade Unions.

4. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order. For further information, please refer to [DBS filtering guidance at www.gov.uk/dbs](https://www.gov.uk/dbs).
5. Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.
6. Undertake, and participate in training, coaching and development activities, as appropriate
7. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff has a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Note: Where the post holder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

Date	November 2024
Designation	Service Manager CSC

Person Specification - Senior Early Help Worker

Personal Attributes Required	Essential (E) Or Desirable (D)	Method of Assessment
<u>QUALIFICATIONS</u>		
1. Required to have theoretical and procedural knowledge of Early Help plus practical and procedural knowledge in supporting children 10-18 years old and their families	E	AF/I
<u>EXPERIENCE</u>		
1. Significant experience of managing a caseload with minimal supervision and of making formal decisions relative to case management having due consideration of associated risk factors	E	AF/I
2. Experience of developing solutions that will enable the implementation of key changes to service delivery.		AF/I
3. Knowledge of Trauma Informed Practice and experience of ensuring trauma informed practice is embedded into practice		AF/I
4. Experience of staff management including implementing work plans, conducting supervision sessions, training and staff development		AF/I

<u>KNOWLEDGE/SKILLS & ABILITIES</u>		
1. Working knowledge of early help practice standards and inspection frameworks	E	AF/I
2. Ability to implement organisational change that reflects locality working strategy and policy	E	AF/I
3. Ability to engage effectively with children, families and partners to ensure satisfactory solution-based practice via the use of evidence based interventions.	E	AF/I
4. A good working knowledge of activity within the offer	E	AF/I/P
5. In-depth knowledge of case management methodologies, support planning, and the ability to formulate action plans.	E	AF/I/P
6. Broad knowledge of safeguarding procedures	E	AF/I/P
7. Ability to plan and prioritise and sequence potentially conflicting priorities.	E	AF/I
8. Ability to work under pressure, deliver to deadlines and plan and organise own time.	E	AF/I
9. Excellent interpersonal skills in order to communicate potentially complex issues effectively with a wide ranging audience and to realise effective outcomes for residents	E	AF/I/P
10. Excellent organisational skills and the ability to prioritise and manage fluctuating workloads, meet the demands of the service and produce work to a high standard within set timescales.	E	AF/I
11. Ability to support the development of strategy and implementing work plans to improve service delivery.	E	AF/I
12. Experience of partnership working both internally and externally and embracing this where relevant to deliver services most effectively and efficiently.	D	AF/I
13. Experience of undertaking negotiations, making appropriate challenges and influencing children, families and individuals to achieve required outcomes	D	AF/I
14. Have a good understanding of external scrutiny practices which includes inspection regimes	E	AF/I
15. Ability to performance manage and ensure compliance with KPIs as appropriate.	E	AF/I
16. Knowledge and awareness of issues which may have an impact on families such as domestic violence, abuse,	E	AF/I

mental health difficulties, substance misuse, poverty, early years and housing issues.		
17. Commitment to 'Making Every Contact Count' approach	E	I
18. Ability to demonstrate a high level of empathy across a range of users, be non- judgemental and build trust	E	I