

## Job Description

Job Title	Keyworker
Grade	Band G
Reporting To	Keyworker Lead
JD Ref	PC0107G

### Purpose

To provide a range of evidence-based keyworker interventions to support children and young people with learning difficulties and autism at key transition points from early years upwards to prevent crises and risk of inpatient admission.

### Main Duties And Responsibilities

#### Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.
- To understand, support and promote the needs of the child/young person and their family.
- To improve outcomes for children and young people with learning disabilities, autism or both.
- Provide intensive support to children and families.

#### Communication, Engagement and Training:

- To ensure that local systems are responsive to meeting their needs in a holistic and joined up way.
- To work with the family and young person, and alongside all those involved in their care and Support.

#### Performance Management:

- Manage a diverse caseload, coordinating multi-agency partners around the child, young person and their family.
- Actively participate in performance management and quality assurance activity in relation to own caseload and workstreams.

#### Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Accurately record and maintain clear, concise and high-quality case management and other records to enable preparation of reports to a range of forums in accordance with Service,

Directorate and corporate standards.

- Work in accordance with Wirral's policies and procedures including appropriate statutory legislation, regulations and guidance with particular reference to Wirral's Safeguarding procedures.
- Recognise, identify and manage risk associated with keeping children and young people safe, escalating any issues relating to safeguarding.

**Other:**

- Any other duties commensurate with the grade.

## Role Specific Knowledge, Experience And Skills

### Qualifications

- Educated to GCSE/A Level
- NVQ Level 3 or equivalent in a relevant field, i.e. social care, childcare, education, youth work, health, working with families
- Evidence of training specific to Autism

*Desirable*

- NVQ level 4 in a relevant field
- Evidence of further specialist training in working with children with behaviours that challenge

### Knowledge & Skills

- Evidence of understanding the complexity of issues locally and nationally pertaining to vulnerable children and young people with learning difficulties and autism and complex multiple issues
- Demonstrate excellent interpersonal skills and communication skills and the ability to interact and engage with children, young people and their families and key partners across the system
- Evidence of being solution-focussed
- Demonstrate tenacity in the pursuit of the appropriate support and outcomes
- Ability to work autonomously as a lone worker as well as part of a team to tight deadlines and manage multiple demands
- Ability to recognise and address differing priorities confronting multi-agency working
- Demonstrate skills in developing and maintaining good relationships with children, young people and families
- Ability to maintain appropriate professional boundaries
- Ability to write reports and maintain records, including data capture sets
- Ability to influence, persuade and negotiate
- Computer literate
- Able to facilitate meetings with parents and other professionals and promote partnership working
- Evidence of understanding of the needs and characteristics of children and young people with a diagnosis of autism and/or complex communication difficulties and the strategies that will support them
- Understanding of the education, children's health and social care systems



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- Commitment to anti-discriminatory practice
- Understanding of children's mental health and human rights
- Knowledge of the SEND Code of Practice
- Knowledge of safeguarding procedures

#### *Desirable*

- Extensive knowledge of relevant legislation and guidance of SEND
- Proven ability to negotiate and influence across organisational boundaries to deliver services for young people and their families

### **Experience**

- Operational experience of managing complex cases and workloads
- Proven experience of working with children/young people with autism and/or learning disabilities with communication and behavioural issues
- Experience of liaising with multi-disciplinary professionals and working across agencies
- Experience of contributing to service development and system change
- Proven experience of following safeguarding procedures
- Exercising emotional intelligence and resilience in relation to the job

#### *Desirable*

- Direct experience of working in a multi-agency environment
- Experience of person-centred planning
- Experience of delivering training

## **Additional Information**

Driver or ability to travel across the borough by public transport.

Ability to travel across the borough and further when required.

Enhanced DBS.

### **Health & Safety Considerations:**

- Work with VDUs (Video Display Unit) (>5hrs per week)
- Working with children

**Approved By: Carol Fenlon**

**Date Of Approval: March 2022**



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