

## **SEFTON MBC Localities**

<b><u>Job description</u></b>	Early Help Link Worker
<b><u>Grade:</u></b>	E
<b><u>Location:</u></b>	Agile within locality delivery points
<b><u>Post No:</u></b>	tbc
<b><u>Job Evaluation Number</u></b>	<b>A4442</b>
<b><u>Responsible To</u></b>	Senior Early Help Worker
<b><u>Responsible For:</u></b>	No staff

### **JOB PURPOSE**

Responsible for delivering, supporting and raising awareness of the school readiness agenda in order to improve outcomes for young children.

To deliver play activities, engaging early with children and families to promote positive experiences and outcomes across the locality delivery points, including working with parent and toddler groups, nurseries and schools as required.

To promote and raise awareness of locality working and its services to the wider community.

To support the delivery of Family Time contacts, across locality delivery points to ensure children are kept safe and their emotional wellbeing is safeguarded.

#### **Main Duties**

- To deliver an inclusive, stimulating and secure care and learning environment, where children are encouraged to explore including both indoors and out for young children whose parents are accessing a range of services.
- To facilitate parent and child group activities in line with the outcome framework.
- To deliver, promote and provide information on a range of activities which cover the following areas: healthy lifestyles, physical activity sessions communication and language development, perinatal period including breastfeeding advice, support around attachment and a range of preventative parenting programmes.
- To ensure that the delivery points provide an inclusive environment that welcomes and accommodates the diversity of cultures within local communities and supports the individual needs of children and their families.
- To work with other staff members and agencies to improve practice and raise awareness of the school readiness agenda.

- To participate as directed in implementing an effective integrated education and care model that is in line with the Early Years Foundation Stage and the delivery of the offer.
- To keep up to date with relevant legislation, policy and practice and to ensure that all OFSTED registration and inspection requirements are met.
- To support the delivery of safe and effective Family Time Contacts
- To complete reporting forms, which capture the quality of parenting, family dynamics and interactions - which will form part of a social workers report, which may be used in court.
- To ensure that all Family Time Contact sessions are managed to ensure as positive experience for the children as possible, whether this be in 1:1 contacts, group or timetabled sessions.
- To recognise any risks of harm and intervene appropriately to de-escalate the risks or bring additional support as required to safeguard children.
- To work in conjunction with Sefton's Supervised Contact policy and safeguarding policies, liaising with Early Help Workers, Senior Early Help Workers and Social Workers as appropriate, ensuring effective communication between all professionals.
- Where necessary, provide basic information advice and guidance around appropriate parenting, when necessary modelling how parents may interact, stimulate, engage and play with children and young people, relevant to their age and stage of development.
- To keep records of work, adhere to confidentiality, information sharing protocols and risk assessment processes.
- To demonstrate inclusive and non-discriminatory practice in work with children and families including children with special education or additional needs.
- To support volunteers.
- Work as a member of a team
- To participate in the appraisal and supervision system in order to receive feedback on personal practice and roles and responsibilities.
- To participate in a professional development plan and be willing to access personal and professional development opportunities.
- To request or offer support where appropriate in order to meet the needs of children with disabilities or children with additional care or development requirements.
- To participate in the sharing of information, guidance or advice on supporting children with special educational needs or additional needs.
- To communicate effectively with staff, parents, Family Wellbeing colleagues, social work colleagues, other agencies and the local community.
- To participate in ensuring compliance with Local Authority policies and procedures relating to Safeguarding Children, Health and Safety, security, confidentiality and data protection.

### **SPECIAL CONDITIONS**

A casual car allowance mileage rate payable as appropriate.

The post holder will be expected to move between locality delivery points depending on the needs of the service

The future service may 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. If 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.

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](http://www.gov.uk/dbs).

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.

Undertake, and participate in training, coaching and development activities, as appropriate

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 it's 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                      April 2019  
Designation            Service Manager Locality targeted

## **PERSON SPECIFICATION**

### **Early Help Link Worker**

<b>Knowledge and Understanding</b>		
<ul style="list-style-type: none"> <li>• Knowledge of child development, attachment theory, family dynamics, Family Wellbeing offer and Early Years Foundation Stage.</li> </ul>	Desirable	A/I
<ul style="list-style-type: none"> <li>• Awareness of current development and legislation relating to early years education, looked after children and parenting support.</li> </ul>	Essential	A/I
<ul style="list-style-type: none"> <li>• Awareness of child protection issues, practices and procedures.</li> </ul>	Desirable	A/I
<ul style="list-style-type: none"> <li>• Understanding of the importance of motivation and commitment in providing a high-quality service for parent and children in group situations</li> </ul>	Essential	I
<ul style="list-style-type: none"> <li>• Understanding of equal opportunities and commitment to inclusion and anti-discriminatory practice and ability to implement these within a childcare environment.</li> </ul>	Essential	I
<b>Qualifications and Training</b>		
<ul style="list-style-type: none"> <li>• NVQ III or equivalent in Early Years Care and Education. or other relevant level 3 qualification</li> </ul>	Essential	A
<ul style="list-style-type: none"> <li>• Willingness to participate in relevant training and development.</li> </ul>	Essential	I
<b>Skills</b>	<b>Essential / Desirable</b>	<b>Method of Assessment</b>
<ul style="list-style-type: none"> <li>• Minimum of three years experience of working with children 0-19.</li> </ul>	Essential	A/I
<ul style="list-style-type: none"> <li>• Experience of working with parents in group situation.</li> </ul>	Desirable	A/I
<ul style="list-style-type: none"> <li>• Ability to build and maintain effective working relationships with children, parents/carers in order to meet individual needs of children.</li> </ul>	Essential	I
<ul style="list-style-type: none"> <li>• Ability to work effectively within a team ensuring high quality practice and effective communication.</li> </ul>	Essential	I
<ul style="list-style-type: none"> <li>• Understand and be able to promote the importance Children's health through effective communication.</li> </ul>	Desirable	A/I

• Good interpersonal skills.	Essential	A/I
• Ability to liaise with a range of professionals and agencies to support children and families.	Essential	A/I
• Experience of monitoring, record keeping and report writing.	Essential	A/I
• Ability to work with families in conflict and the importance of remaining impartial, objective and focused on the needs of the child at all times	Desirable	A/I
• Able to demonstrate an understanding of safe working practices, risk assessment and risk management	Essential	A/I

