

SEFTON MBC Localities

<u>Job description</u>	Early Help Worker – Vulnerable Adolescent Service (VAS)
<u>Grade:</u>	G
<u>Location:</u>	Agile within various service delivery points
<u>Post No:</u>	tbc
<u>Job Evaluation Number</u>	A4364
<u>Responsible To</u>	Senior Early Help Worker – Vulnerable Adolescent Service (VAS)
<u>Responsible For:</u>	No direct reports

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. Adopt a trauma informed approach to undertaking assessment of need with children and families to collaboratively develop a outcomes focused plan.
3. Promote wider engagement of the universal offer through the community, voluntary and faith sector organisations.

MAIN DUTIES

1. Effectively support children and families by delivering tailored interventions to address assessed need achieve positive outcomes based on a solution focussed approach.
2. To collaborate with children and families to ensure that they are at the centre of their plans.
3. Assess and identify concerns relating to risk, safety, vulnerability and safeguarding using prescribed assessment tools, operating within agreed models and in line with agreed frameworks.
4. Deliver trauma informed and sequenced intervention plans ensuring that the child and family voice is captured throughout the whole process.
5. Creatively deliver interventions on a 1-1 basis or in groups using a holistic approach to address the root causes.
6. Maintain good practice in line case management standards.

7. Maintain accurate records of all assessments, plans, actions, reviews, decisions, escalations, interventions and outcomes using the Councils systems.
8. Participate in conferences, reviews, meetings and other forums as required in line with the one worker one family approach to engage, empower and enable positive steps towards change.
9. Undertake home visits to ensure that children are safe.
10. Increase parents engagement to strengthen family relationships and support children's education attendance and attainment.
11. Work collaboratively with colleagues and partners to share information, ensuring a joined up approach.
12. Ensure Quality Assurance Framework, legislation, regulations, policies and procedures are central to all good practice.
13. Engage within the development of the service and CPD through PDR, training team / service meetings, council events and supporting raising awareness sessions across the partnership on key and emerging issues.
14. Utilise IT systems to evidence the journey of change through recording and maintaining accurate case notes, family interactions and other records as specified through national guidance service requirements and in line with Sefton policies and procedures. Identify any improvements to IT systems that would improve operational efficiency.
15. Support other professionals in the recording of "Life Stories" for children as appropriate.
16. Work with families to support parents / care givers understanding of their role in their child's development and education attainment.
17. Signpost parents to engage in activities within the community to build their capacity and skills. Support wider family members to develop skills to enable them to carry out household tasks such as budgeting, supporting health and hygiene, increasing parental confidence and capacity.
18. Promote awareness of the service and represent the service at events as required.
19. Ensure that 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 legal court proceedings.

SPECIAL CONDITIONS

1. A casual car allowance mileage rate payable as appropriate.
2. The post holder will be expected to move between 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.
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](http://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 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 November 2024
Designation Service Manager CSC.

Person specification: Early Help worker – Vulnerable Adolescent Service (VAS)

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
<p><u>Qualifications</u></p> <ol style="list-style-type: none"> 1. Maths & English GCSE equivalent 2. Qualification equivalent related to job role e.g Childhood studies, Early Years, Health & Social Care, Youth Work 	<p>D</p> <p>D</p>	<p>AF/I</p> <p>AF/I</p>
<p><u>Experience</u></p> <ol style="list-style-type: none"> 1. Experience of delivering support to children and families. 2. Experience of collaboratively developing child centred plans based on assessed need 3. Experience of identifying levels of risk, safety, vulnerability and needs 4. Experience of using IT systems to maintain accurate records and management data 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p><u>Knowledge / Skills / Abilities</u></p> <ol style="list-style-type: none"> 1. Ability to develop good relationships with children and families 2. Practical and procedural knowledge of delivering support to children and families. 3. Procedural experience and policy knowledge relative to assessments, case management and safeguarding 4. Ability to manage a caseload and utilise case management methodologies 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I/P</p>

<p>5. Be aware of and have experience of delivering Trauma Informed Practice</p>	<p>E</p>	<p>AF/I/P</p>
<p>6. Ability to challenge children, families and individuals and intervene as necessary</p>	<p>E</p>	<p>AF/I</p>
<p>7. Excellent interpersonal and communication skills and a person/family centred approach</p>	<p>E</p>	<p>AF/I/P</p>
<p>8. A broad knowledge of safeguarding procedures and when to implement the escalation policy</p>	<p>E</p>	<p>AF/I/P</p>
<p>9. An ability to develop a good working relationship with colleagues and partners to deliver a co-ordinated response</p>	<p>E</p>	<p>AF/I</p>
<p>10. An awareness of external scrutiny practices and inspection regimes and how such practices influence service delivery.</p>	<p>E</p>	<p>AF/I</p>
<p>11. Knowledge and awareness of issues which may have an impact on families such as domestic violence, abuse, mental health difficulties, substance misuse, poverty, early years development and housing issues.</p>	<p>E</p>	<p>I</p>
<p>12. Ability in drawing activities together to develop seamless solutions</p>	<p>E</p>	<p>AF/I</p>
<p>13. Commitment to 'Making Every Contact Count' approach</p>	<p>E</p>	<p>AF/I</p>