

<b>JOB DESCRIPTION &amp; PERSON SPECIFICATION</b>	
<b>Director Area: Children’s Services</b>	<b>Job Ref Number: 01614</b>
<b>Service Area: Locality Early Help Teams</b>	<b>Grade: G9</b>
<b>Job Title: Senior Early Help Worker</b>	
<p><b>PURPOSE OF JOB:</b></p> <p>To provide for the prevention and early intervention in respect of vulnerable children and young people aged 0-18</p> <p>To provide day to day leadership, advice and guidance, and to develop and supervise a team of Children's Services practitioners in providing targeted interventions with children, young people and their families who are considered at risk of poor outcomes.</p> <p>Supporting the development of Integrated Children's services, and working closely with professionals from a range of support agencies to support children and young people in their communities and promoting the development of evidence based practice.</p> <p>To support and manage a duty service to support young people who present as homeless, wherever possible ensuring young people are supported to remain in their family home.</p> <p>Contribute to the delivery of services for area of responsibility. Assist, as appropriate, with:</p> <ul style="list-style-type: none"> <li>• Providing an integrated approach to performance management, quality standards and service delivery</li> <li>• Embedding new ways of thinking and working</li> <li>• Developing and maintaining strong, positive working relationships with commissioners, their teams/partners and across service areas as appropriate</li> </ul>	
<p><b>TEAM STRUCTURE:</b></p> <div style="text-align: center; margin-top: 20px;"> <pre> graph TD     PS[Practice Supervisor] --- SEHW1[Senior Early Help Worker]     PS --- SEHW2["Senior Early Help Worker (This Role)"]     PS --- SEHW3[Senior Early Help Worker]             </pre> </div>	

<b>MAIN DUTIES:</b>	
1	<p>Supervise a team of children's services practitioners to undertake a range of duties to ensure client need is met. Ensure that allocated service users' needs are assessed, regularly reviewed and met in accordance with plans and timescales. Ensure that all team members work to safeguard the wellbeing of all children and young people.</p> <p>To manage own time and deliver objectives and targets ensuring the development of professional practice and updating personal knowledge of local and national initiatives. This can include autonomous working as a requirement of the delivery of services.</p> <p>Requirement to work evenings and weekends as required and as part of a rota</p>
2	<ul style="list-style-type: none"> <li>• Providing day to day leadership as appropriate to deliver the agreed priorities, working collaboratively with commissioning teams.</li> <li>• Coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working.</li> <li>• Maximising the impact of resources and value for money to achieve improved outcomes for the Council</li> <li>• Ensure effective performance management to deliver outcomes in line with service delivery targets. Monitor performance of delegated staff and compliance with performance targets, effective use of own time and co-operative working with stakeholder partners. Liaise with other support agencies as necessary.</li> <li>• Provide expert advice and guidance as appropriate for own area of expertise.</li> <li>• Deliver a personal portfolio of projects and/or specific work</li> <li>• Demonstration of the Council's Core Abilities (at the relevant level) <ul style="list-style-type: none"> <li>- Personal Leadership</li> <li>- Being Future Focused</li> <li>- Political and Commercial Astuteness</li> <li>- Supporting a High Performing and Flexible Workforce</li> <li>- Drive for Results</li> </ul> </li> </ul>
3	Understand and work with the market as appropriate, developing and maintaining relationships with commissioners, service users, stakeholders, partners and potential providers
4	Contribute to work with commissioners/partners to ensure a robust approach to data analysis and forecasting.
5	Contribute to the Council's statutory obligations and where appropriate any national and local performance indicators. Ensure Lincolnshire practices and procedures in relation to services for children are followed in all supervised cases.
6	Ensure the way in which resources within the area of responsibility are managed reflects the agreed culture and style and standing orders of the County Council.
7	Operate frameworks for Quality Assurance, using agreed appropriate performance standards and review processes with commissioners, and monitor delivery against commissioned requirements. Support and monitor the development of quality intervention and excellent standards through quality audits, observation of practice etc.
8	Ensure Council resources are optimised and utilised effectively and efficiently.
9	Look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets
10	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
11	Contribute to the development of individuals across the Council coaching, mentoring and motivating staff to achieve performance excellence. Appraise the Practice Supervisor or Team Manager of any elements of poor practice of which the post holder becomes aware
12	As an employee, create a positive image of the County Council

13	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers. To manage own time and deliver objectives and targets ensuring the development of professional practice and updating personal knowledge of local and national initiatives. This can include autonomous working as a requirement of the delivery of services
14	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
15	Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self -service to achieve maximum cost effectiveness. Support managers within Children's Services in the delivery of operational objectives, plans and targets and to review and monitor these to improve team / directorate policy by operating effectively as a member of the Children's Services Directorate

**PERSON SPECIFICATION**

Requirements	Where identified*	Essential	Desirable
<b>Qualifications</b>			
-A professional qualification in youth work (JNC Recognised) or Social Work - Diploma/Qualification in Careers Guidance or Level 4 in Guidance - Diploma or equivalent level 4 qualification in relevant subject for working with children, young people and families	Application	X	
Two years post qualification experience	Application	x	
- An ability to build and sustain relationships with children, young people and families	Application, Interview	x	
- Experience of working with systems for referral, identification of need etc.	Application, interview		x
- Knowledge/understanding of aims and objectives of one or more of the following areas: careers education and guidance, personal, social and health development, drugs education, citizenship, work related learning and relevant legislation and policy	Application		x
- Ability to analyse, interpret and identify development needs of children, young people and families and ability to devise a plan of action to meet these needs	Application, Interview	x	
- Administrative skills	Application	x	
- Ability to demonstrate a creative and reflective approach to the design and delivery of engagement activities and interventions both in groups and one-to-one situations	Application, Interview		x
-Understanding of ethical issues surrounding work with children, young people and families (e.g. boundaries of confidentiality, child protection, equal opportunities.)	Interview	x	
- Ability to communicate at a high level orally and in the written form	Application, Interview	x	
- Able to work as part of a team	Application, Interview	x	
- Ability to establish and sustain working relationships with key staff in Children's Services, CFBT, health services, schools, early years and adult learning providers,	Application, Interview	x	

District Councils and other children and families support agencies			
- Ability to engage with parents/carers, community members, community officials and the private / business sector	Application, Interview	x	
- Organisational skills (completer/finisher)	Application	x	
- Able to reflect on own practice and with a positive approach to own professional development	Interview	x	
- Committed to the provision of a service based on equality of opportunity, inclusion, partnership and co-operation	Interview	x	

\*A = Application form      T = Test/Assessment      I = Interview      P = Presentation

The specific knowledge, skills and abilities required with vary depending on the needs of the role. Specific posts may necessitate advanced specialist knowledge and skills. Post holders should be comfortable working with ambiguity and uncertainty.

#### **GENERAL**

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.