

## Role Profile

<b>Job Title:</b>	<b>Early Help Social Worker</b>
<b>Location:</b>	<b>Colindale</b>
<b>Department:</b>	<b>Early Help</b>
<b>Directorate:</b>	<b>Family Services</b>
<b>Grade:</b>	<b>J</b>
<b>Salary Range:</b>	<b>£48,003 - £53,172</b>
<b>Reports to:</b>	<b>Early Help Team Manager</b>

### 1. Job Purpose:

- To provide a high standard of Early Help social work and services to users
- To work in the hub team and receive allocated Early Help (EH) Assessments and associated work as agreed by the hub panel and team manager
- To ensure a seamless transition of cases escalating up to CSC and de-escalating down the continuum of help and support by working alongside practitioners across the local children's workforce to confidently use the Early Help process and to act as a conduit between these practitioners and Children's Social Care.
- To assist practitioners to assess levels of help and support as part of the continuum of help and support, so that they are clear when to initiate a EH assessment and when to refer to Children's Social Care or other specialist services.
- As part of EH Assessments ensure that children and young people are engaged in programmes and activities that are designed to enhance their social, intellectual, emotional and physical wellbeing.
- Work collaboratively with a range of statutory and non-statutory agencies to improve children and young people's circumstances and outcomes
- Prevent children and young people from escalating into statutory Social Care and Youth Offending interventions by preventing family breakdown through early identification, assessment and intensive intervention

## 2. Key accountabilities:

The following will be undertaken in accordance with relevant statutes, guidance, regulations, policies and procedures.

- To undertake Early Help assessments and to recommend to their team manager the appropriate level of intervention and of service provision.
- Gathering, analysing and understanding data around integrated working to inform service planning, development and commissioning.
- To provide a quality assurance role in relation to the EH process.
- To keep case records up to date, provide reports and carry out other administrative duties as required.
- To take appropriate steps to maintain a satisfactory level of security and confidentiality of all records.
- To chair or participate in reviews and meetings attended by users as well as by colleagues and representatives of other agencies, e.g. health, education, probation, police.
- To keep an overview of cases in relation to risk and refer to the team manager as appropriate
- To promote equality of opportunity for users in accessing the services provided.
- To actively encourage user participation where appropriate in the delivery, monitoring and evaluation of the service.
- To undertake Return Home Interviews for children and young people who have been missing from home or care and who live within or within close proximity to the Borough.
- Provide flexible and responsive support services to children and young people when and where they need it including evenings and weekends
- To support and oversee work of the 0-19 practitioners as appropriate so that they provide:
  - flexible and responsive support services to children and young people when and where they need it including evenings and weekends.
  - Deter young people from entering the Criminal Justice System by leading on 'out of court' disposals, prevention and diversion programmes.
  - To assess and support young people who are at risk of criminal or sexual exploitation by building trusted relationships and engaging them in positive activities in safe community spaces.
  - To support the work of the YOT Liaison and Diversion worker by supporting young people to access appropriate Mental Health and Substance Misuse services.
  - Provide practical assistance and support to 16-18 year olds who are homeless to support their transition to independence.
  - To support reparational activities with young people across the borough\*
  - As part of a rota, provide weekend support to the YOT in relation to young people who are remanded to the care of the Local Authority.
  - To deliver residential programmes and other offsite activities.
  - To provide flexible and responsive detached support to children and young people in response to changing community needs and risks.
- Undertaking high quality and analytical assessments on children, young people and families with complex needs, supporting step-down from Children's Social Care
- To work in close collaboration with partnership based colleagues to ensure effective and coordinated efforts that minimise duplication isolated decision-making.
- To take part in cross-organisational and function groups to deal with specific issues or tasks as requested.
- To assist in the development of policies, procedures and working practices at local, divisional and inter-agency levels.
- To participate effectively in team and area meetings.

**Finance**

- To work within financial regulations and procedures in relation to expense claims, subsistence, and mileage claims.
- To ensure all financial transactions are accurately recorded and accounted for.

**3. Promotion of Corporate Values**

To ensure that sharp customer care focus is maintained to the agreed standards according to the council’s values, policies, and guidance. Our values:

**Caring / Learning to Improve / Inclusive / Collaboration**

To ensure that a high level of confidentiality is maintained in all aspects of work, whilst facilitating the storing and sharing of information in line with the Data Protection Act 1998 and the Crime and Disorder Act 1998.

To ensure that the Council is appropriately represented to a high professional standard and its values upheld in public arenas.

**4. Flexibility**

In order to deliver the service effectively, a degree of flexibility is needed, and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

The post holder may be required to work outside normal office hours including evenings, weekends, and Bank Holidays.

**5. The Council’s Commitment to Equality**

To deliver the council’s commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

**PERSON SPECIFICATION**

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<b>Location:</b>	<b>Colindale</b>
<b>Directorate:</b>	<b>Early Help</b>

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<b>Grade:</b>	<b>Family Services</b>
<b>Salary Range:</b>	<b>J</b>
<b>Reports to:</b>	<b>£48,003 - £53,172</b>

Criteria	Essential/Desirable	Assessed by:
<b>Professional Membership/Qualification</b>		
Registration with Social Work England.	Essential	Application
CQSW/Dipsw/degree or equivalent recognised social work qualification.	Essential	Application
<b>Experience &amp; Knowledge</b>		
Extensive experience of working with children and families in any setting.	Essential	Application/Interview
Particular experience of working with vulnerable families.	Essential	Application/Interview
Experience of statutory work including Child Protection work.	Essential	Application/Interview
Understands responsibility of Local Authority Children's Service in relation to children and families.	Essential	Application/Interview
Understand Children Act 1989, 2004, 2006 and DOH Guidance, Working Together to Safeguard Children.	Essential	Application/Interview
Knowledge of Early Help and integrated working agenda and understands child abuse enquiries.	Essential	Application/Interview
<b>Skill &amp; Ability</b>		
Ability to demonstrate a commitment to equal opportunities for users and staff, and anti-discriminatory practices.	Essential	Interview
The ability to provide a quality assurance and monitoring role.	Essential	Application/Interview
Willingness to work beyond office hours as and when necessary.	Essential	Interview
Effective organisational skills.	Essential	Application/Interview
Excellent written and verbal reasoning skills.	Essential	Application/Interview
Ability to be able to signpost to other services to meet individual children's needs.	Essential	Interview
Ability to respond to and/or challenge inappropriate practice and advise line management.	Essential	Interview

Ability to manage change and stress.	Essential	Interview
Effective assessment, planning and decision making skills.	Essential	Application/Interview
A commitment to continuing professional development in accordance with professional registration requirements and an enthusiasm to develop and share expertise	Essential	Application/Interview
Ability and willingness to work independently and jointly with other professionals in a range of settings including family homes.	Essential	Interview
Ability and commitment to work as a member of a team.	Essential	Interview
To contribute to the operation of the duty system as requested by any manager.	Essential	Interview
Ability to offer support and advice to experienced practitioners regarding integrated working, encouraging them to build on existing knowledge and skills.	Essential	Application/Interview
An ability to establish and maintain appropriate professional boundaries with colleagues and service users.	Essential	Application/Interview
Experience of building and maintaining cross-agency partnerships.	Essential	Interview
Ability to support practitioners to assess continuum of help and support.	Essential	Interview
Ability to use computer systems, as required, to ensure their full and proper use and to undertake such training as may be required.	Essential	Interview
To be competent in the use of the EHM/E-CAF Early Help Module and LCS (Computer System).	Essential	Application/Interview
<b>Personal Effectiveness Competencies (to be assessed only through safer recruitment personal interview)</b>		
Demonstrates integrity in dealing with others and the capacity to maintain effective functioning when working under pressure faced with difficult situations and people.	Essential	Interview
Demonstrates understanding of their own motivation, impact of personal experiences and capacity for insight reflection and development.	Essential	Interview
Works co-operatively and purposefully in teams.	Essential	Interview
<b>Values &amp; Behaviours</b>		
<b>Caring</b>		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Interview

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Empathy- I say “thank you” and “well done” where appropriate, and take time to ‘check in’ to see if the people I work with are ok	Desirable	Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Interview
<b>Learning to Improve</b>		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Interview
Agile- I am fully empowered to act within the scope of my role	Desirable	Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Desirable	Interview
<b>Inclusive</b>		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Desirable	Interview
<b>Collaborative</b>		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Desirable	Interview