

Vacancy: Early Help Worker

£25,991 per annum PRO-RATA*

3 days per week (2 options: between 16.5hrs and 22.5hrs)*

Contract Initially 1st January 2022 to 31st December 2022

First Steps Family Wellbeing Centre & First Steps Enterprise Ltd

Note in hours and wage *

- **Option 1 is 22.5 hours (7.5 hours over 3 days), actual wage £16,244**
- **Option 2 is 16.5 hours (5.5 hours 9am to 3pm less lunch over 3 days), actual wage is £11,912**

Overview

An exciting opportunity has arisen to work within the First Steps Family Wellbeing Team in Ainsdale and Birkdale, Southport. The role involves delivering high quality services and support to children and families facing a range of difficulties in need of Early Help or who are identified as needing continuing support after having been involved with statutory social work services.

This role involves the completion of Early Help assessments, direct work with children and coordinating Early Help meetings to ensure that there are clear plans in place to improve the outcomes for children and young people (0-19 years). Experience of completing assessments, using EHM (Early Help Module), multi-agency working, delivering high quality interventions and direct work with children is essential to this role.

The role will also involve the delivery of activities through the appropriate models and frameworks to engage, empower and enable families within our reach to take ownership of their own solutions and develop resilience.

Responsible To

All daily management and supervision rests with the school:

- Senior Early Help Worker
- Head Teacher of Farnborough Road Infants School

Employed by First Steps Enterprise Limited – for employment issues:

- Managing Director

Job Purpose

1. Responsible for safeguarding and promoting the welfare of children, Young people (0 – 19), their families and adults by delivering high quality interventions, acting as their single point of contact, coordinating a holistic, temporary offer of support focusing on outcomes.
2. Deliver activities through the appropriate models and frameworks to engage, empower and enable residents to take ownership of their own solutions and develop resilience.
3. Promote engagement of the universal offer through the community, voluntary and faith sector organisations.

Main Duties

1. Effectively manage and progress a caseload to achieve positive outcomes based on a solution focussed approach.
2. Assess and identify levels of risk, vulnerability and safeguarding using prescribed assessment tools, operating within agreed models and in line with agreed frameworks and protection plans ensuring that the individuals or families voice is captured throughout the whole assessment and intervention process.
3. Deliver targeted activity working either on a 1-1 basis or in groups using a holistic approach to address the root causes in line with the localities outcome framework.
4. Deliver protective, supportive and needs led plans and review in line with case management standards.
5. Maintain accurate records of all assessments, plans, actions, reviews, court reports, decisions, learning portfolios and outcomes using Sefton Council's systems.
6. Record all agreed exit strategies and manage cases within the prescribed time limits unless otherwise agreed by Team Manager.
7. 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.
8. Undertake home visits to ensure that Sefton residents are safeguarded within the community.
9. Increase parental engagement to strengthen family relationships and support children's education
10. Manage and facilitate away days and residential placements as appropriate.
11. Work co-operatively 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 and council events.
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 Council 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 in partnership with families to support parental understanding of their role in their child's development by modelling high quality early education practice within the home as part of targeted interventions.

17. Signpost parents to activities within the community to build resilience within the family. Support 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. Utilise appropriate marketing techniques to 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 locality 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.
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 its 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 company 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 company and of Sefton 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.

Person Specification: Early Help Worker - Universal & Targeted

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
<u>Qualifications</u>		
1. Practical and procedural knowledge of delivering support to individuals and families. Procedural and policy knowledge relative to assessments, case management and safeguarding.	E	AF/I
2. Significant experience of delivering support to individuals and families in one or more of the service areas within the localities model.	E	AF/I
<u>Experience</u>		
1. Experience of developing case management plans based on prescribed assessments	E	AF/I
2. Experience of identifying levels of risk, vulnerability and needs	E	AF/I
3. Expertise in at least 1 discipline within the locality offer and the ability to provide advice and guidance across multiple teams relative to this discipline.	E	AF/I
4. Practical experience of supporting residents independence	E	AF/I
5. Experience of using IT systems to maintain accurate records and management data	E	AF/I

Other Information

- Pay – £25,991 per annum PRO-RATA –
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- Annual leave allocation: Pro-rata of 25 days per annum plus bank holidays
- Subject to 12-week probationary period
- Location: First Steps Family Wellbeing Centre, plus communities it serves. There are 2 sites:
 - Farnborough Road Infants School, Farnborough Road, Birkdale, Southport
 - Kings Meadow Primary School, Meadow Lane, Ainsdale, Southport
- Fixed term to 31st August 2022 and in line with placement requirements of the centre
- This post is funded through the Family Wellbeing Centre.
- Employer: First Steps Enterprise Limited, 54 St James Street, Liverpool, L1 0AB. The successful applicant will not work at the employer's site, but at the above sites and in the communities served by the Family Wellbeing Centre.
- Complete an application online here - <http://firststepsenterprise.co.uk/vacancies/>