

# Kent County Council

## Job Description: *Early Help Worker*

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**Directorate:** Children, Young People and Education  
**Unit/Section:** Early Help and Preventative Services  
**Grade:** KSE  
**Responsible to:** Early Help Unit Leader

### **Purpose of the Job:**

To operate as an early help worker within an Early Help Unit operating across one district of Kent, delivering early help interventions and targeted support to vulnerable children, young people and their families.

Manage a caseload, providing a high quality, effective and responsive service for children, young people and their families, targeting support as required and at critical times and stages of development.

### **Main duties and responsibilities:**

- Hold a range of cases within an Early Help Unit, complete comprehensive assessments and deliver early help interventions and targeted support to vulnerable children, young people and their families. These interventions and support will be designed to avoid the need to engage more intensive (statutory) interventions from Specialist Children's Services, as well as support children and young people who have been stepped down from specialist support.
- Work closely with colleagues in the unit to deliver interventions and programmes with children, young people and their families in various settings including school, college, family home, youth clubs, children centres and other relevant community facilities.
- Work with Early Help colleagues to deliver excellent, innovative Early Help services in a timely and effective way. To deliver excellent evidence-based practice which will include service delivery within open access provision.
- Establish rapport and build respectful, honest challenging and supportive relationships with children, young people and their families including those who may have had little contact with services and may be hard to reach. Communicate effectively with children, young people and their families, ensuring their views are heard, recorded accurately and, wherever possible, acted upon using a range of tools.
- Develop effective relationships with local agencies, partners and Early Help commissioned Services to ensure seamless provision of services across the district.
- Share information about children and young people with other agencies in order to manage the risk to others, to safeguard them and promote their welfare in line with the requirements of all relevant legislation and guidance

- A commitment to work flexibly across the 0-25 age range and, on occasions, at evenings and weekends.
- Maintain all records to a high and consistent standard, in line with policy.
- The postholder will be expected to work flexibly within a specific geographical area and across the 0-25 age range, including evening, weekends and during school holiday periods; this will be co-ordinated by Early Help and Preventative Services Management as required.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: *Early Help Worker*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Level 3 diploma (or equivalent) in childcare, Health, Social care, Youth Justice, Education, Youth Work or a relevant field with experience in a relevant role or evidence of relevant experience</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of working with vulnerable children, young people and families in the public, private or voluntary sector</li><li>• Experience of case management and assessment frameworks</li><li>• Experience of working in a multi-agency environment</li><li>• Experience of using IT and electronic case management systems</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Ability to build rapport and relationships with children, young people and their families</li><li>• Ability to deal with difficult/sensitive situations</li><li>• Ability to work effectively as part of a unit/team</li><li>• Ability to coordinate a multi-agency group to provide an effective service to children, young people and their families</li><li>• Ability to appropriately handle confidential information</li><li>• Organisational abilities and accurate record keeping</li><li>• Able to travel on a regular basis between sites</li></ul>

<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Understanding of child and adolescent development and knowledge of parenting skills</li> <li>• Sound knowledge of KCC safeguarding procedures and threshold criteria</li> <li>• Knowledge of Early Help and Prevention and understanding of legislative and policy frameworks</li> <li>• Knowledge and understanding of policy and practice developments relevant to children and young people</li> <li>• Knowledge of relevant Inspection Frameworks</li> <li>• Understanding of equality and diversity principles</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>