

## Kent County Council

Job Description: *Early Help Worker (Open Access)*

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**Directorate:** Children, Young People and Education  
**Division:** Early Help & Preventative Services  
**Grade:** KR7  
**Responsible to:** Children Centre Delivery Manager/Youth Hub Delivery Manager

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

To operate as an early help worker within an open access team at a variety of locations within a district. In collaboration with multi agency partners provide support to children, young people and their families through the provision of targeted services within open access environments.

This post will be expected to work flexibly across the 0-25 age range, including, on occasions, at evening and weekends, and will be co-ordinated by Early Help Management as required.

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

1. To deliver targeted support to children and young people and their families when appropriate, supporting the Early Help process and actively promoting the use of the excellent professional practice with all members of the children's workforce to improve outcomes for children and families. Maintain records and all relevant documentation, and ensure that all electronic systems are updated and maintained as appropriate.
2. To encourage access to services to all children and young people, with a particular focus on vulnerable groups, leading to outcomes that improve the lives of children and families.
3. Work within the community to identify and actively support families, ensuring that they engage with local Early Help Services or other partner agencies where required, leading to outcomes that improve the lives of children and families
4. To work with children, young people and their families promoting emotional wellbeing and healthy lifestyles in line with the Healthy Child Programme. There

will be a requirement to work in collaboration with health colleagues to support the delivery of these services.

5. To work alongside colleagues in delivering a range of positively evaluated interventions to children and families that meet identified district priorities and support children, young people and their families to maximise their potential and develop strategies to improve their circumstances.
6. To work within open access services in identifying and supporting children and young people with additional needs at the earliest opportunity in order to strengthen the resilience of families by providing them with the support and advice they need. In most cases, this support will reduce the need for families to access more specialist support.
7. Provide advice, guidance and signposting to children, young people and families regarding childcare, benefits, parenting, housing, education and other issues as appropriate.
8. Maintaining all records to a high and consistent standard in line with policy.
9. 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 his/her 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 (Open Access)*

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>	Level 3 Diploma (or equivalent) in Childcare, Health and Social Care or a relevant field, or evidence of relevant experience
<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 engaging and gaining the trust of children, young people and their families</li><li>• Experience of working in a multi-agency environment</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Ability to work effectively as part of a team</li><li>• Ability to plan, deliver and evaluate effective group work interventions</li><li>• Excellent communication, listening and observation skills</li><li>• Ability to deal with difficult/sensitive situations</li><li>• Ability to handle confidential information</li><li>• Organisational abilities and accurate record keeping skills</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Sound knowledge and understanding of child and adolescent development, and knowledge of parenting skills</li><li>• Sound knowledge of KCC safeguarding procedures, thresholds and the Early Help processes</li><li>• Understanding of equality and diversity principle</li><li>• Knowledge of special educational needs &amp; disability</li><li>• Knowledge and understanding of policy and practice developments relevant to children and young people</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>
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