

## Kent County Council

### Job Description: *Senior Early Help Worker (Unit)*

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**Directorate:** Children, Young People and Education  
**Unit/Section:** Early Help & Preventative Services  
**Grade:** KR9  
**Responsible to:** Early Help Unit Leader

#### **Job Purpose**

To operate as a Senior 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 case load of complex cases, providing a high quality, effective and responsive service for children, young people and their families, targeting support as required at critical times and stages of development. The postholder will provide management support on behalf of the Early Help Unit Leader as appropriate.

#### **Accountabilities**

1. Hold a range of complex 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 interventions from Specialist Children's Service, as well to support children and young people who have been stepped down from specialist support.
2. Work closely with colleagues in the unit to devise and implement interventions and programmes with young people and their families in various settings including school, college, family home, youth clubs, children center and other relevant community facilities. Assess and balance risk, vulnerability and protective factors to safeguard and promote the welfare of young people and staff.
3. Work with the Unit Lead to ensure the delivery of excellent, innovative Early Help services in a timely and effective way. Support the Unit Lead in identifying, integrating and implementation of excellent evidence-based practice
4. 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 that their views are heard, recorded accurately and, wherever possible, and acted upon using a range of tools.
5. Identify targets for improvement in line with business priorities set out in the EHPS Strategies and Business Plans, designed to achieve excellent outcomes. Tie all work to observable or measurable indicators of success and take action to ensure progress of those indicators.
6. Work with all Early Help Commissioned Services to ensure seamless provision of services across the district.

7. Share Information about children and young people with other agencies in order to manage risks to others, to safeguard them and promote their welfare in line with the requirements of all relevant legislation and guidance.
8. A commitment to work flexibly across the 0-25 age range and at evenings and weekends.
9. Maintain all records to a high and consistent standard in line with policy.

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.

## Kent County Council

### Person Specification: *Senior Early Help Worker (Unit)*

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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.

|                             | <b>CRITERIA</b>   |
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| <b>QUALIFICATIONS</b>       | <ul style="list-style-type: none"><li>• Relevant degree or related Level 5 or above professional qualification e.g. Degree in Social Work, Foundation Degree in Youth Work, Diploma Level 5 in Youth Work, Post Graduate Certificate of Education etc and/or extensive experience</li></ul>   |
| <b>EXPERIENCE</b>           | <ul style="list-style-type: none"><li>• Extensive experience within a social care, Youth Justice, Health or Education/Youth Work setting</li><li>• Extensive experience of case management and assessment frameworks</li><li>• Experience of working effectively in partnership within a multi-agency environment</li><li>• Experience and skilled in using Quality Assurance systems</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 create a rapport and build relationships with children, young people and their families</li><li>• Consultative, interpersonal communication and negotiation skills including to deal with complex issues in a sensitive and appropriate way</li><li>• Ability to develop creative approaches to resolve complex problems</li><li>• Ability to build effective and collaborative working relationships with the local community and partners</li><li>• Ability to gather, interpret information and data from a variety of sources</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 work to tight deadlines, prioritise workload effectively and ensure case records are kept up to date</li><li>• Able to work on own initiative</li><li>• Able to travel on a regular basis between sites</li></ul> |

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| <b>KNOWLEDGE</b>                  | <ul style="list-style-type: none"> <li>• Knowledge of Early Help and Prevention, and an understanding of relevant legislative and policy frameworks which impact the service</li> <li>• In depth understanding of child and adolescent development and parenting skills</li> <li>• Sound knowledge and understanding of safeguarding policies and procedures</li> <li>• Knowledge of participation methodology</li> <li>• Knowledge of relevant Inspection frameworks</li> <li>• Knowledge of diversity and equal opportunities issues in relation to both staff and young people</li> </ul> |
| <b>BEHAVIOURS AND KENT VALUES</b> | <p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• Open</li> <li>• Invite contribution and challenge</li> <li>• Accountability</li> </ul>   |