

 <b>WOKINGHAM BOROUGH COUNCIL</b>	<b>Job Description</b>		Job Reference
			712708
Job Title	Early Help Worker		
Service	Childrens Services	Team	Integrated Early Help Service
Location	Wokingham Youth Centre (and other locations when required)		
Reports to	Assistant Team Manger		
Grade:	Type of position:	Hours per Week:	
6	Part time temporary (maternity leave cover) for 1 year	18.5	
<p>This job description has been designed to indicate the general nature and level of work performed by employees within this post. It is not designed to contain or be interpreted as an inventory of all duties, responsibilities and outputs required of employees assigned to the role.</p>			
<p style="text-align: center;"><b><u>Service Purpose</u></b></p>			
<p>Teams will provide early help support to young people aged 6– 18 and their families to reduce risk and harm and prevent escalation to Social Care.</p> <p>The work builds on a family’s strengths and introduces coping strategies. It mixes practical support with strong challenge, to address complex and enduring needs.</p>			
<p style="text-align: center;"><b><u>General Description of the job</u></b></p>			
<p>To co-ordinate, deliver and assist in the management of appropriate early intervention services and early help support for children, young people, parents and carers in Wokingham</p> <p>Team members will engage young people and their families to defuse crises within the home.</p> <p>They will assess problems, develop measurable goals and help the whole family acquire the skills necessary to achieve them.</p> <p>Cases will often involve multi-agency support and span a wide range of issues including parental and family conflict, mental health, financial stress, substance misuse and domestic abuse as well as issues relating to children including poor school attendance and low self-esteem</p> <p>Working closely with other agencies and local services, you will be on the frontline improves behaviors, relationships, Confidence, aspiration, employability, living conditions and mental and physical health.</p>			

### Organisation Chart

Service Manager CWD and Early Help



Team Manager for Early Help



Assistant Team Manager



Early Help Worker

### Main Accountabilities of the post

1	To deliver services to families through the use of tools such as Signs of Safety, Restorative Practice and any other identified processes to work towards improving outcomes of children, young people and families.
2	To work directly with children and families in their homes, within the community or other venues. To work with groups of parents and/or children in a variety of prescribed settings as required.
3	To provide support and challenge to families to empower them to identify their strengths and areas of development
4	To work in partnership with all professionals to achieve positive outcomes for children, young people and families.
5	To ensure accurate, timely, factual and reflective case recording on all systems and to ensure that all recordings must include the voice of the child.
6	To follow all policies and procedures and work in accordance within WBC's values in order to meet the needs of children, young people and families in the Wokingham Borough
7	To promote and safeguard the welfare of children who live or access services in, or who are looked after by, Wokingham Borough Council.

### Additional Corporate Responsibilities

1	<b>High Support, High Challenge:</b> To ensure that you bring forward your good ideas, to challenge areas where the Council can improve, and to contribute to the Council's ongoing success
2	<b>Values Profile:</b> To follow the principles set out in the <a href="#">Employee Values Profile</a>

3	<b>Health and Safety:</b> Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.
4	<b>Equal Opportunities:</b> To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.
5	<b>Special Factors:</b> Ability to travel to a variety of locations in the borough, work flexibly as the service requires to include some evenings and weekends.
<b>Scope</b>	
<b>Resources</b>	Facilities, equipment or systems within overall span of control
<b>DBS Check required</b>	YES

<b>Person Specification</b>		
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Relevant professional qualification (Social Work, Early Years, Youth & Community, Health)	NVQ level 3 or above	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Substantial experience (two years or more) in either a paid or voluntary capacity working with children and or adults to reduce risks associated with poor outcomes for children. i.e. DA, substance misuse, mental health.	E	
Experience of working in a purposeful relationship with children and families	E	
Experience in planning activities and programmes for children and parents	E	
Experience of holding a statutory and non-statutory caseload	E	
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Experience of participation in community based projects	E	

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

Knowledge of Health & Safety issues and how to ensure good practice	E	
Knowledge and understanding of inter-agency and partnership work, including Early Help processes	E	
Knowledge and experience of working within Signs of Safety, Family Mediation and Restorative processes	E	
<b>Technical Skills</b>	<b>Essential</b>	<b>Desirable</b>
Ability to use and manage IT packages eg. Microsoft Word, Outlook etc. including internal recording systems	E	
Excellent written and verbal communication skills.	E	
Ability to deal with sensitive issues, manage conflicting views and expectations and cope with unpredictable issues and behaviours	E	
Ability to manage and prioritise competing demands, capacity to use supervision effectively	E	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of creating and establishing targeted youth group intervention for the most vulnerable according to need		<b>D</b>
Experience of relating to young people and adults positively both as individuals and in groups, encouraging participation, involvement, empowerment and achievement.	E	
Evidenced experience of integrating the principles of inclusion, equality and diversity into programme/ casework development and delivery	E	

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Effective communication skills, written and oral, informal and formal including excellent listening and support skills.	E	
Ability to work as part of a team	E	
Ability to work in partnership with other agencies/professionals	E	
Ability to work on own initiative and to consult where appropriate	E	
Ability to maintain professional boundaries	E	
Ability to undertake casework assessments and ongoing monitoring of children and families	E	
Ability to act as Lead Professional and to advocate for young people and families		
Experience of working collaboratively, with professionals to enable effective joint working and positive outcomes for families	E	
Experience of facilitating supervised contact with families and children in the care of the local authority, writing reports for the court and attend court if necessary		D
Delivering therapeutic services to children, young people and parent/carers	E	