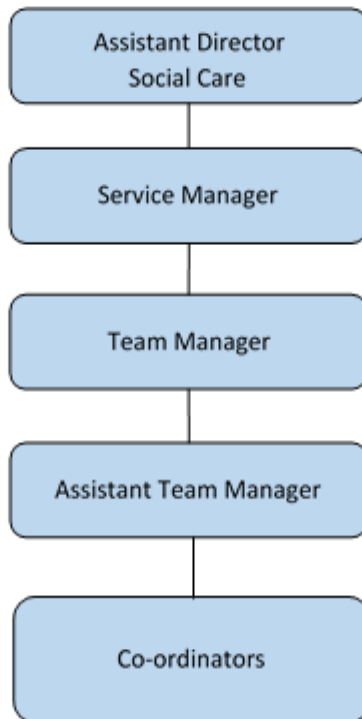
 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
			712972
Job Title	Children with Disabilities Early Help & Short Breaks Co-ordinator		
Service	Children’s Services	Team	Children with Disabilities Early Help and Short Breaks Team
Location	Shute End, Wokingham		
Reports to	Team Manager		
Grade:	Type of position:	Hours per Week:	
7:	Fixed Term 12 months	37	
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.			
<u>Service Purpose</u>			
<ul style="list-style-type: none">• Provision of high quality and effective services to children with disabilities and their families.• Delivery of high quality support and challenge to schools, recognising the Council’s enduring responsibility to promote the best outcomes possible for its children.• Development and implementation of effective strategic commissioning for children and adults, working effectively with partners to secure good outcomes.• Delivery of effective and efficient services offering good value for money.• Discharge of the statutory function of the Director of Children’s Services, in conjunction with the Lead Member.			
<u>General Description of the job</u>			
<ul style="list-style-type: none">• To co-ordinate and undertake Early Help/Short Breaks assessments for children and young people who have a disability to determine what interventions are necessary to improve outcomes and to assist them to reach their full potential.• To co-ordinate, deliver and assist in the management of appropriate short break services and early help support for children and young people with a disability and their parents and carers.• To review support packages on a regular basis in order to assess impact and outcomes and evaluate whether the intervention remains appropriate or necessary.• To work with families to both understand and use services, including direct payments, to take appropriate and effective breaks from caring that also benefits the child/young person.• To work with families to identify, promote and encourage their resilience and protective factors.			

Organisation Chart



Main Accountabilities of the post

1	Having an interest and understanding in the area of children with disabilities and a willingness to progress within the specialism.
2	Working within statutory, Council and Government guidelines and ensuring statutory compliance in the delivery of the service.
3	Maintaining and updating the knowledge of the service throughout the organisation including the updating of thresholds, rules, scripts, developing best practice and contributing to continuous improvement in service delivery.
4	Using the application of knowledge to support the assessment process and contribute to the completion of Early Help plans, Short Breaks Support Plans and Education, Health and Care plans.
5	Providing advice and input to the delivery of excellent customer service working with customer facing staff and staff with other specialist areas to provide seamless services to customers.
6	Working with parents, carers and their families to provide an excellent experience and deliver improved outcomes for children, young people and their parents or carers.

Additional Corporate Responsibilities		
1	High Support, High Challenge: 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	Values Profile: To follow the principles set out in the <u>Employee Values Profile</u> .	
3	Health and Safety: 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	Equal Opportunities: To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.	
5	Safeguarding responsibilities: At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.	
6	Special Factors: These will vary from role to role as defined within the individual contracts of employment.	
Scope		
Resources	Facilities, equipment or systems within overall span of control	None
DBS Check required	Yes	

Person Specification		
Should focus here on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable. There is no need to repeat value requirements or corporate responsibilities.		
Qualifications	Essential	Desirable
Relevant qualification, or equivalent experience in the specialist area.	E	
Knowledge and understanding of child protection policies and procedures, and the principles of safeguarding children and young people with disabilities.		D
A good understanding of the area of children with disabilities along with the short breaks framework.	E	
Technical Skills	Essential	Desirable
Good IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel.	E	
Good written and verbal communication skills and the ability to vary style to meet the needs of the audience.	E	

Presentation skills, able to engage an audience.	E	
Ability to extract and assess important information.	E	
Ability to make constructive enquiry.	E	
Able to interrogate & analyse information.	E	
Knowledge & Experience	Essential	Desirable
A good working knowledge of the legislative frameworks surrounding the area of specialism.	E	OR: Experience of working within the specialist area.
A good understanding of child development issues affecting children's and young people's vulnerability and resilience.	E	
Experience of working with children and or young people with disabilities within a statutory/non-statutory framework.	E	
Experience of undertaking assessments, critically analysing and formulating plans in partnership with professionals and families.	E	
Experience of managing conflict within family situations.		D