



Coventry City Council

Job Description

Job Title:	Early Support Keyworker	Hours:	27.5 hours
Service:	Children's Services	Grade:	5
Location:	City Wide – Based at Broadgate House		

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

1. To act as a Key Worker with case management responsibilities to co-ordinate and plan integrated and intensive family support for children aged 0-5 years of age with complex health needs and/or disabilities.
2. To work in a multi-agency team responding to referrals and gathering information to enable threshold decisions to be made regarding the support that a child/family requires.

Main Duties and Responsibilities:

1. Work with Agencies, professionals and members of the public in accordance with relevant legislation, local and national guidance, policies and procedures.
2. To work within statutory timescales to provide an accurate initial assessment of children and their families by gathering information, making contact with parents, professionals and anyone else relevant to the child in question regarding the information which has been shared.
3. Actively participate in supervision and personal development and performance sessions as outlined in the departmental Policy as well as identify and attend personal and team training.
4. Contribute positively to continued development and improvement of the Service by active participation in meetings and achieve the objectives of the service.
5. Maintain up to date and accurate manual and computer records, in line with departmental regulations and the recording policy
6. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions

- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: None

Responsible to: Early Support Manager

Date Reviewed:

Updated: September 2021



Coventry City Council

Person Specification

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Location:	Broadgate House		

Area	Description
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Knowledge:	Knowledge of anti-discriminative practice
	Understanding of child and young people's development
	Knowledge of Common Assessment Framework/Early Help and associated processes
	Knowledge of Lead Professional role
	Knowledge on Special Educational Needs (SEN) and inclusion
	Knowledge of current Child Protection Procedures
	Knowledge of family support approaches
	Knowledge of parenting programmes, e.g. Family Links Nurturing Programme, Triple P
	Knowledge of intervention programmes that work with children and families.

Skills and Abilities:	Effective communication skills and interpersonal skills i.e. listening, face-to-face, using the telephone and keeping records
	Able to carry out initial assessments
	Able to operate self sufficiently
	Able to maintain manual/computer records as required by Service policy and procedures
	Ability to form positive working relationships with other professionals
	Able to work as part of a team and self-directed
	Ability to identify and assess the needs of the children, young people & families, planning, coordinating and leading support and intervention as a key worker

Experience:	Experience of intervention work with children & young people
	Experience of intervention work with parents and carers
	Experience of multi-disciplinary and multi-agency working
	Experience of effective working in a Team
	Experience of undertaking assessments
	Experience of working with children with additional needs and their families
	Experience of working under own initiative

Educational:	NVQ 3 (or equivalent) in childcare or relevant experience in working with children and families.

Special Requirements:	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
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Date Reviewed:

Updated: September 2021