

Job Description and Person Specification

Early Help Assessment Co-Ordinator

Job Details	
Grade	6
Service	Early Help
Location	Citywide
Job Evaluation Code	

Coventry City Council Values
<p>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:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose

To work collaboratively with partners and stakeholders to support the initiation of Early Help Assessments and completion of Early Help Plans for children and families where partners hold Lead Professional responsibility,

To provide support to children, young people, and their families through the delivery of early help services in order to improve outcomes through the integrated Family Hub model and Families First Programme.

To deliver the early help function as part of the Multi Agency Safeguarding Hub working arrangements.

To adopt a whole family approach to assessment, planning and intervention

Specific job purposes are:

1. To take the lead on ensuring Early Help Assessments completed by partner agencies meet the identified needs of children, young people & their families and are recorded on the Early Help Module (EHM) in order to achieve a coordinated early help response that results in sustainable change for families.
2. To work in partnership with a range of services such as Family Health and Lifestyle Service, Schools, Early Years providers, Housing, Police to empower families to sustain positive changes that will improve the outcomes for children and young people.
3. To act as a main point of contact for lead professionals & agencies, providing advice, guidance and support on the Early Help Assessment process. Including providing advice in relation to individual children as well as coaching activities, support & training.

Key Responsibilities and Accountabilities
To work collaboratively with partners in identifying needs of children and their families through the completion of Early Help Assessments that enables packages of family support to be delivered as part of an Early Help plan.
To actively fulfil the Early Help function in MASH and Front Door ensuring that children and families receive the most appropriate support in conjunction with the Effective Support for Children and Families Guidance provide advice, support and guidance to partners on the Early Help Assessment and Plan process, Early Help Module recording and the application of the Effective Support for Children and Families Guidance
To coordinate Early Help meetings in relation to individual children, young people and their families
To plan and deliver a range of briefings, training events and information sessions linked to the Early Help offer
To contribute to the discussion and decision-making processes that involve identification of appropriate support to children and their families.
Maintain up to date and accurate records in line with Children's Service recording guidance.
Facilitate opportunities for children, young people and families to be involved in the evaluation and development of early help offer.
On behalf of the Early Help Service monitor the quality & performance of early help assessments and plans in relation to families receiving timely help and support.
To provide support to partners when required through individual case oversight to ensure quality of practice and effective use of the Early Help Assessments process.
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.
Any other duties and responsibilities within the range of the salary grade

Key Relationships			
External:	Health Education Early Years Police Community Groups Third Sector Organisations	Internal:	All service areas in Children's Services Adult Education Service Migration Service Education Housing Community Education

Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> • carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines. • attending any training and undertake any development activities that are identified as mandatory/beneficial to their role. • any other duties and responsibilities within the range of the salary grade.

Responsible for
NA

Person Specification	
Requirements	
Knowledge	Knowledge and understanding of the application of Coventry Safeguarding Children Partnership Effective Support for Children and Families Guidance
Knowledge	Knowledge of child development, needs and parenting practice
Knowledge	Knowledge of relevant evidenced based interventions for early help and family support
	Knowledge of the Families First Programmes Framework
	Knowledge understanding of the Early Help Assessment framework and associated processes
	Knowledge of the statutory Ofsted regulatory framework
	Understanding of the benefits to children and families of partnership working and interagency approaches
Skills And Ability	Ability to identify and assess the needs of children, young people & families, providing support to Lead Practitioners in the areas of planning, coordinating and delivering intervention
Skills And Ability	Ability to communicate effectively with children, young people, families, and partners, verbally and in writing
Skills And Ability	Ability to gather and present information in verbal and written reports and presentations.
	Ability to negotiate and network to develop effective working relationships with partner organisations.
	Good organisational skills to prioritise workload and meet conflicting deadlines.
	Ability to work in partnership with parents and other community members
	Standard Keyboard skills
	Able to work as part of a team and self-directed
Experience	Experience of working directly with children, young people and families in health, school, early years, youth or social care settings
Experience	Experience of partnership and multi-agency working
Experience	Experience of presenting information to a range of audiences

Qualification	Relevant level 3 qualification and substantial experience of working with children, young people and families in early years, children's services, health or school settings.
Special Requirements	<p>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).</p> <p>The post holder will be required to work across the city area and outside of normal business hours</p>

Disclosure and Barring Service (DBS)			
Does the role require a DBS check?			
Find out which DBS check is right for your employee - GOV.UK			
And if so, which type?			
Basic Check <input type="checkbox"/>	Standard Check <input type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input checked="" type="checkbox"/>

Declaration			
Reviewed/Created By:			
Job Title:		Date:	