

Job Description and Person Specification



Job Description

Job Title	Early Help Assessment Coordinator
Grade	6
Service	Help & Protection
Reports to	
Location	Citywide
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

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:



About the Service your team will provide

Purpose of the role / Output

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 Supporting Families 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 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

Main Duties & Key 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 fulfill the early help, function in MASH ensuring that children and families receive the most appropriate support in conjunction with the Right Help Right Time Guidance
- To provide advice, support and guidance to partners on the Early Help Assessment and Plan process, Supporting Families Programme and the application of the Right Help Right Time 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 assessment and plans in relation to the Supporting Families Outcomes Framework.
- 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 Settings Police Community groups and third sector organisations	Internal All service areas in Children's Services Adult Education Service Education Service Housing Community Development
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Standard information

Post holders will be accountable for 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.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

Job Evaluation Code	
Knowledge	
Knowledge and understanding of the application of Coventry Safeguarding Children Partnership Right Help Right Time Guidance	
Knowledge of child development, needs and parenting practice	
Knowledge of relevant evidenced based interventions for early help and family support	
Knowledge of the Supporting Families Outcomes 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 Abilities	
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	
Ability to communicate effectively with children, young people, families, and partners, verbally and in writing	
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	
Able to work as part of a team and self-directed	
Standard Keyboard skills	
Experience	
Experience of working directly with children, young people and families in health, school, early years, youth or social care settings	
Experience of partnership and multi-agency working	

Experience of presenting information to a range of audiences
Qualifications
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
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).
The post holder will be required to work across the city area and outside of normal business hours

Date Created	August 2023	Date Reviewed	August 2023
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