



Coventry City Council

## Job Description

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|------------------|-----------------------------------|---------------------|--------|
| <b>Post:</b>     | Early Help Assessment Coordinator | <b>Job Number:</b>  | L3708D |
| <b>Service:</b>  | Childrens Services                | <b>Post Number:</b> |        |
| <b>Location:</b> | Coventry, Citywide                | <b>Grade:</b>       | 6      |

### 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:

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

As directed by the Early Help Team Manager to work collaboratively with partners and stakeholders to develop and support early help assessment arrangements

Adopt a whole family approach to assessment planning and intervention Specific job purposes are:

To take the lead on assuring early help assessment delivered by the Family Hub and by partner agencies to meet the identified needs of children, young people & their families and to achieve a coordinated early assessment response by maintaining operational partnerships between relevant organisations

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 and Responsibilities:

Work with children and families and the professionals working with them in accordance with relevant legislation, local and national guidance, policies and procedures.

Provide advice to practitioners in relation to individual children, as well as coaching activities, support & training to individuals and organisations

To support school staff through regular case oversight in the use of the Childrens Assessment Framework.

Coordinate regular family hub early help assessment activity & meetings in relation to individual children, working with social workers to facilitate safe and timely 'step-up to & step-down' from specialist services

On behalf of the Family hub Team Leader monitor the quality & performance of early help assessment activity to measure and evaluate the impact of family hub and early help service intervention with children and families

Facilitate opportunities for partners and children, young people, parents & carers to be involved in the evaluation and development of early help assessment process and tools

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.

Contribute positively to continued development and improvement of the Service by active participation in meetings to achieve the objectives of the service.

Maintain up to date and accurate manual and computer records, in line with departmental regulations and the recording policy

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 to:** Family Hub Team Leader

**Date Reviewed:** July 2017



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## Person Specification

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|------------------|-----------------------------------|---------------------|--------|
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| <b>Service:</b>  | Childrens Services                | <b>Post Number:</b> |        |
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| Area | Description |
|------|-------------|
|------|-------------|

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| <b>Knowledge:</b> | <ul style="list-style-type: none"><li>• An understanding of the regulatory requirements for Children's Services including Ofsted frameworks</li></ul>                                 |
|                   | <ul style="list-style-type: none"><li>• In-depth knowledge understanding of the Common Assessment framework and associated processes</li></ul>  |
|                   | <ul style="list-style-type: none"><li>• An understanding of the economic, social, cultural and environmental issues experienced by families living in a disadvantaged area.</li></ul> |
|                   | <ul style="list-style-type: none"><li>• An understanding of partnership working and interagency approaches.</li></ul>   |

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| <b>Skills and Abilities:</b> | <ul style="list-style-type: none"><li>• Good organisational skills to prioritise workload and meet conflicting deadlines</li></ul>  |
|                              | <ul style="list-style-type: none"><li>• Effective interpersonal &amp; verbal communication skills with children, young people and parents, managers and staff at all levels, to include staff in partner organisations</li></ul>                |
|                              | <ul style="list-style-type: none"><li>• Ability to gather and present information in verbal and written reports and presentations</li></ul>   |
|                              | <ul style="list-style-type: none"><li>• Ability to facilitate groups and meetings</li></ul>   |
|                              | <ul style="list-style-type: none"><li>• Organisational skills – time management, prioritise and manage own workload, meet deadline and work to targets</li></ul>  |
|                              | <ul style="list-style-type: none"><li>• Ability to negotiate and network to develop effective working relationships with partner organisations &amp; individuals. developing partnerships, securing commitment and resolving conflict</li></ul> |
|                              | <ul style="list-style-type: none"><li>• Ability to plan, co-ordinate, monitor and critically evaluate own programmes of work</li></ul>  |
|                              | <ul style="list-style-type: none"><li>• Ability to work on own and as part of an integrated team</li></ul>  |
| <b>Experience:</b>           | <ul style="list-style-type: none"><li>• Ability to collate and analyse data from a variety of sources, including the use of electronic databases and systems in order to provide information about the local community</li></ul>                |

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| <b>Experience:</b> | <ul style="list-style-type: none"><li>• Relevant experience of using the CAF or other early help assessment processes, including having taken the role of lead professional</li></ul> |
|                    | <ul style="list-style-type: none"><li>• Experience of working in partnership context, across sectors and disciplines</li></ul>  |
|                    | <ul style="list-style-type: none"><li>• Experience of working in socially and economically deprived areas</li></ul>   |



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|                              | <ul style="list-style-type: none"> <li>• Experience of working within a relevant field including: primary healthcare, education, social care, family support or early years.</li> <li>• Experience of work with diverse communities and engaging with individuals who would not normally access mainstream services</li> </ul>   |
| <b>Educational:</b>          | <ul style="list-style-type: none"> <li>• Qualification in an area of health, education or social care and/or relevant experience working in one of these service areas</li> </ul>  |
| <b>Special Requirements:</b> | <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 should work flexibly outside office hours including, evenings and weekends to meet the needs of families.</p> |

**Date Reviewed:** July 2017