**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Early Help Practitioner |
| Salary: | Salary: £35,745 - £38,223 |
| Grade: | 10 |
| Hours: | *37* |
| Team: | MASH – Family Help |
| Service Area: | Children’s services |
| Primary Location: | County Hall with travel around the county  *Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | None |
| Responsible to: | MASH- Family Help manager |
| Responsible for: | N/A |
| Political Restricted Post: | No |

## Job Purpose

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| As an early help practitioner for the MASH–Family Help Team, you will receive referrals from the Multi Agency Safeguarding Hub (MASH) whereby a recommendation/request for Family Help has been made to assess the needs and risks of families using a range of tools (Strengths and need forms) and frameworks. You will have a case load of children and families, working to a time frame of 14 working days per family.  A substantial part of your role will be to liaise and work collaboratively with families and professionals, over the phone and/or in person, to ascertain if a family can be supported via community early help or direct intervention from a Family help worker. You will be required to formulate recommendation plans of intervention as well as compiling robust community plans, providing timely and effective support to families who require further guidance or protection, such as parenting programmes, family group conferences, or referrals to specialist services.  To be successful in this role, you will need to have:   * Experience of working with families with complex needs and safeguarding issues, such as domestic abuse, substance misuse, mental health, or child exploitation. * Excellent communication and interpersonal skills, including the ability to engage with families, build rapport, and handle conflict and resistance. * Ability to work under pressure and manage competing priorities, including the ability to respond to urgent and high risk situations. * A commitment to continuous learning and improvement, including the ability to reflect on your own practice and seek feedback and support. * Confidence in your threshold decision making when requesting partners agencies to support families in the community. |

## Job Responsibilities

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| .   * Undertake effective assessment of need, analysis and management of risk for allocated children. * Carry out visits countywide where necessary, monitor and assess children’s safety and welfare and act promptly on any concerns. * To act as case holder for children and young people in accordance with the appropriate level of the Threshold of Need matrix. * Take responsibility for cases until they are closed or referred to another service. Including the escalation of cases to appropriate statutory and specialist teams such as Youth Offending Service, Looked After Children/Leaving Care and the de-escalation of statutory cases to universal services. * Help children and young people, families, carers and communities to make informed choices and decisions, enabling them to clarify and express their needs and contribute to service planning. * Maintain accurate and up to date case management records and produce concise, comprehensive and timely assessment and reports. * Recognise and action significant information received about a child/family relating to requirement for a Section 17 Children and Families Assessment or a strategy discussion and S47 investigation. * Work with colleagues, other agencies and community resources to ensure that families are offered support in their localities wherever possible. * Represent the service in multi-agency forums and locality working * Participate in learning opportunities and developments in practice. * Participate fully in supervision, team meetings and peer supervision. * Keep up to date with all relevant training * Any other duties as may be deemed necessary to carry out the full remit of the role. * Knowledge evidence- based programmes such as parenting and domestic abuse group work * To develop community knowledge and links and use this for the benefits of children and families and also for the development of the service * To work closely with other agencies, universal partners, involved in the lives of the children, to work towards better outcomes. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| An understanding of the impact of abuse, social deprivation and disadvantage on children, young people and their families | A and I |
| Knowledge and understanding of the application of safeguarding principles, the threshold of needs matrix and the role of Family Help | A and I |
| Experience of working with complex cases in a children and families setting that is at times unpredictable, fast paced and requiring the management of competing and changing priorities. Have resilience | A and I |
| To be able to work independently in the community, family homes and other environments as required. Ability to work evenings when planned in advance and as required by the service | A and I |
| Good verbal and written communication skills including the ability to record and produce concise, accurate written work including reports and case records to deadline. | A and I |
| Excellent analytical skills, planning skills, assessment and supervision skills with the ability to make well informed decisions | A and I |
| Experience supporting and supervising colleagues, |  |
| Experience of acting as a professional representative of the service including leading multi-professional meetings and experience of inter-agency working to promote the best possible outcomes for children | A and I |
| Experience of delivering evidence - based interventions and an understanding of aspects of Family Help eg Child development, Early Years, Adolescence, and factors that support ‎children to develop and achieve their potential. | A and I |
| Ability to communicate using appropriate styles, methods and timing, establishing effective relationships with sensitivity and understanding. Being available and approachable, with an open, motivating and inclusive approach whilst being able to undertake difficult conversations and actions, setting and maintaining high performance standards. | A and I |
| Ability to promote a learning culture and a willingness to take part in training relevant to the service where available (e.g. Lightship Programme, Restorative Practice) | A and I |
| Ability to act with integrity, impartiality and safety |  |
| Desirable Criteria | Assessed By: |
| Relevant Professional qualification | D |
| Good working knowledge of relevant Social Work legislation and policies | A and I |
| Access to a car and ability to drive to remote areas | D |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

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|  | Other (please specify): |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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|  | Provision of personal care on a regular basis |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects |  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis |  | Restricted postural change – prolonged standing |
|  | Night work |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks |  | Work with vibrating tools/ machinery |
|  | Work involving food handling |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |

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|  | Other (please specify): |

April 2022