

Job Description

Job Title: Senior Early Help Co-ordinator (SEHC)

POSCODE: CCC2319

Grade: Scale SO2

Overall purpose of the job

To line manage the Early Help Co-ordinators (EHC) to enable them to provide a comprehensive service to disabled children/young people and provide short breaks support to families, within their local communities. To support the EHC's to work closely with disabled young people and their families to enable them to access Cambridgeshire County Council's Local Short Break offer and to provide information and advice, including signposting to other agencies. To support the EHC's to undertake holistic assessments of the needs of children and their families, with a focus on taking a strengths-based approach to Preparation for Adulthood. To ensure the successful delivery of Early Help support, direct work, and the provision of short breaks, where applicable. To support the EHC's to develop and review plans that promote the right to family life, with the minimal level of intervention necessary to maintain this. To hold a small caseload of cases which may be more complex. To work alongside the Children with Disabilities Teams and the Young Adults Team, and work closely with our in-house providers of short breaks, as well as health, education, social care professionals and a range of private and voluntary organisations.

Main accountabilities

Main accountabilities	
1.	<p><u>Management & Supervision</u></p> <p>To line manage and provide ongoing mentoring support to a countywide team of EHC's.</p> <p>Undertake recruitment, induction and training for new staff.</p> <p>Undertake appraisal and performance management for all supervisee's.</p> <p>Prepare for, attend and participate in group meetings, and individual supervision.</p> <p>Support the culture of continuous service improvement and personal development for supervisee's.</p> <p>Carry out observed practice of supervisee's working with families and audit plans, reviews and assessments to ensure consistency and quality.</p> <p>To manage the planning, allocation and review of workload for EHC's so that priorities are managed, shortfalls identified and services delivered within capacity, and within prescribed service timescales.</p> <p>To support Early Help Coordinators to undertake Eligibility assessments under the Chronically Sick and Disabled Persons Act (CSDPA) for children and young people who have a disability but who do not have an automatic entitlement to access the Local Short Break offer. To determine eligibility and what signposting / referrals to other services etc are necessary to improve outcomes and to assist them to reach their full potential. To be responsible for ensuring assessments</p>
	80%

	<p>are holistic with clear recommendations, not only in respect of the Short Break, but of other interventions which will meet identified need.</p> <p>To assist the Team Manager with decision making and policy issues to ensure the service and departmental objectives are met and the quality of CSDPA assessments and planning are consistently maintained.</p> <p>To provide statistical information for CSDPA cases in DCRAT to the Team Manger, Service Manager and Head of Service, as required.</p> <p>To investigate and provide written responses to any formal or informal complaints in relation to CSDPA cases, as directed and overseen by the Team Manager.</p> <p>To deputise in the absence of the Team Manager so that continuity of service for CSDPA cases can be maintained.</p>	
2.	<p><u>Financial & Resource Allocation</u></p> <p>To be responsible for making recommendations around the appropriate allocation of personal budget funds, taking into account the needs of the young person, the natural support the family have and the community resources available to them. Working with families to ensure allocated funds are spent in line with the agreed plan and County Council policies. Advising, supporting and challenging Early Help Coordinators around resource allocation.</p> <p>To support Early Help Coordinator to work confidently and sensitively with families who miss-spend personal budgets to ensure the monies are reclaimed. Ensuring strategies are put in place to reduce further risk of miss-spend while ensuring assessed need for services continue.</p> <p>To present financial budget requests to the Team Manager, providing rationale and reasoning for the recommendation of the use of Public Funds.</p> <p>To be responsible for the completion of accurate personal budget forms which represent services agreed within the plan and ensure correct monitoring of personal budgets to safeguard public monies.</p>	10%
3.	<p><u>Case Management</u></p> <p>To be responsible for managing own small caseload and ensuring plans and reviews are completed within the prescribed timescales. Ensuring accurate, timely and comprehensive case recording.</p> <p>To create and review support packages on a regular basis in order to understand impact and outcomes and to evaluate whether the package remains appropriate or necessary.</p> <p>To work with families to support them to understand and use services, including direct payments and self directed support, and enable them to take appropriate and effective breaks from caring that also benefits the child/young person.</p> <p>Be responsible for developing an individualised plan under the Chronically Sick and Disabled Person Act in partnership with children, young people and their families, that address the needs identified in the assessment.</p>	4%

	<p>To work with families to identify, promote and encourage their resilience and protective factors through exploring natural support and community based resources.</p> <p>To actively seek feedback from the children/young people we work with to ensure their views, wishes and feelings are heard and reflected within their plans.</p> <p>To alert the Team Manager to complex and contentious service issues, so that positive and timely action may be taken to ensure continued service delivery.</p> <p>To be responsible for producing and updating Safety Plans for all children/young people requiring specialist Social Care provision and undertake completion with the child/young person and their family and any relevant professionals.</p> <p>Prepare for and participate in multi-agency meetings, including Child Protection Conferences, Core Groups, Child in Need Meetings and Best Interest Meetings and EHCP Review Meetings, Legal Meeting & Tribunal Meetings. If attendance is not possible, a written report will be provided in advance of the meeting.</p> <p>Supporting providers of Short Break services through visiting services and providing feeding back to the Provider Team with any practice issues or issue relating to individual children/young people. Monitoring effectiveness and appropriateness of provision through the children/young person's review and through case supervision.</p>	
4.	<p><u>Risk Assessment & Safeguarding</u></p> <p>To immediately act on any safeguarding concerns through appropriate safeguarding processes in line with policy and procedures.</p> <p>Ensure that referrals for social care intervention are completed in statutory timescales, through written and verbal reporting in accordance with the level of risk.</p> <p>To confidently raise concerns and safeguarding issues in a multi-agency forum to ensure the best outcomes for the child/young person.</p> <p>To confidently discuss safeguarding referrals with parents and carers to ensure transparency and openness.</p>	2%
5.	<p><u>To carry out other duties from time to time as appropriate to the post and to support the Disability Social Care 0-25 Service - not limited to:</u></p> <p>Supporting parent/child contact, the Senior Early Help Co-ordinator is responsible for covering and supporting Early Help Coordinators to deliver any Direct Child Contact sessions which may be required to support the wider service. This may include transporting children to and from contact.</p> <p>Providing a well written and comprehensive report of the contact if required, which will be to the quality that can be presented to the Courts as evidence.</p> <p>Supporting a second person visit if required.</p>	4%

	<p>Use a range of manual and IT systems to ensure service needs are met, maintaining the confidentiality of information and the safe storage of children/young people and worker records in line with Data Protection.</p> <p>To be responsible for ensuring continuity of service through supporting other team members to manage peaks in service demands.</p>	
--	--	--

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.