

## Job Description

**Job Title:** Disabled Children's Early Help Co-ordinator

**POSCODE:** PE29 1LY

**Grade:** Scale 6

### Overall purpose of the job

To deliver a comprehensive service to eligible disabled children/young people, and provide short breaks support to families within their local communities. To work closely with disabled children/young people and their families, as allocated by the Team Manager & Senior Early Help Coordinator, to enable them to access the Cambridgeshire County Council Local Offer. To provide information, advice and support to families, including signposting to other relevant services. To undertake holistic assessments of the needs of children and their families. To undertake direct work through early intervention, and to provide short breaks, where applicable. To develop and review plans that promote the right to family life, with the minimal level of intervention necessary to maintain this, and with a focus on taking a strengths-based approach to Preparation for Adulthood.

### Main accountabilities

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1	<p><b><u>Completion &amp; Management of Chronically Sick Disabled Persons Act (CSDPA) Assessments</u></b></p> <p>To co-ordinate and undertake CSDPA Eligibility assessments under CSDPA for children and young people who have a disability but who do not have an automatic entitlement under the CCC Local 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.</p> <p>Be responsible for eliciting the views of parents, carers and other family members to support the assessment and recommendations.</p> <p>Be responsible for requesting professional feedback to support an holistic assessment from involved professionals.</p> <p>Be responsible for undertaking direct work with children to ensure that their voice and lived experience is captured within the assessment.</p> <p>Be responsible for ensuring assessments are holistic with clear recommendations, not only in respect of the Short Break, but also of other interventions which will meet identified need.</p> <p>Be responsible for completion of assessments within prescribed timescales.</p>	20%
2	<p><b><u>Case Management</u></b></p> <p>To work autonomously and be responsible for managing own caseload and ensuring assessments, plans and reviews are completed within the prescribed timescales. Ensuring accurate, timely and comprehensive case recording.</p>	50%

	<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 both understand and use services, including Direct Payments, and to take appropriate and effective breaks from their caring roles.</p> <p>Be responsible for creating 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> <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 in a variety of formats from the children/young people we work with to ensure their views, wishes and feelings are heard, understood and reflected within their plans.</p> <p>To alert the Senior Early Help Co-ordinator or 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, attend and contribute to multi-agency meetings, including Child Protection Conferences, Core Groups, Child in Need Meetings, Legal and Tribunal Meetings, Best Interest Meetings and EHCP Review Meetings. If attendance is not possible, a written report will be provided in advance of the meeting.</p> <p>Support providers of Short Break services by visiting services and providing feedback to the Senior Early Help Co-ordinator and 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>	
3	<p><b><u>Resource Allocation</u></b></p> <p>To be responsible for the appropriate allocation of personal budget funds, taking into account the needs of the young person, the natural support the family can access 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. Being mindful of the public spend and being equitable and fair in the allocation of personal budget funds.</p> <p>To work confidently and sensitively with families who miss-spend personal budgets to ensure the monies are reclaimed, and effective strategies are put in place to reduce further risk of miss-spend, while ensuring services to meet assessed needs continue.</p>	10%

	<p>To present well-evidenced 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. To ensure personal budget forms are reviewed and updated in line with the require timescales.</p>	
4	<p><b><u>Risk Assessment &amp; Safeguarding</u></b></p> <p>To immediately act on any safeguarding concerns by reporting these to the TM/ SEHCO and following appropriate safeguarding processes in line with team policy and procedures. Ensure that referrals for social care intervention are completed within statutory timescales, through clear 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>	5%
5	<p><b><u>Service Delivery – Additional responsibilities.</u></b></p> <p>Participate in a rota of duty Early Help Co-ordinators to enable the efficient functioning of the Disabled Children's Referral and Access Team and progress tasks as directed by the Team Manager, Senior Early Help Coordinator or Duty Social Worker.</p> <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 by supporting other team members to manage peaks in service demands.</p> <p>Support the culture of continuous service improvement and personal development by prioritising supervision and progress towards achieving your PADP outcomes.</p>	10%
6	<p><b><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></b></p> <p>With the support and guidance of the Team Manager, Snr Early Help Coordinator or Senior Practitioner, to support parent/child contact; the Early Help Co-ordinator is responsible for covering any Direct Child Contact sessions which may be required to support the wider service. This may include transporting children to and from contact and providing a well written and comprehensive report of the contact, 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>	5%

**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.