

Senior Early Help coordinator - Person Specification

Qualifications, knowledge, skills and experience

Qualifications Required	Subject	Essential/ Desirable
5 GCSE's At Grade C or above	Including Maths & English	Essential
NVQ level 2 / Equivalent	In a childcare /health/ social care related subject	Essential
NVQ Level 3 Award / Equivalent	Health & Social Care	Desirable
NVQ/Diploma Level 3/4	Management	Desirable

Identify	Describe	Essential/ Desirable
Knowledge		
Oppression and Discrimination	Understanding the impact of oppression and discrimination especially the impact of disabling barriers and understanding of the principles of inclusion.	Essential
Legislation & Regulation	Knowledge of appropriate legislation & regulation in relation to providing short break services for disabled children/young people and domiciliary care services.	Essential
Recording and Confidentiality	Knowledge of theory and experience of good practice in recording and confidentiality.	Essential
Safeguarding	Able to appreciate the significance of safeguarding and interpret this accurately for all individual children/young people whatever their life circumstances.	Essential
IT systems	Able to use a range of IT systems such as Microsoft Word, Excel, Outlook and PowerPoint.	Essential
Assessment	Knowledge of a range of assessment tools including Early Help Assessments	Desirable
Working with disabled children/young people	Knowledge of theory and experience of of working with disabled children/young people and their families and the issues they face.	Essential

Skills		
Interpersonal and communication	Excellent interpersonal and communication skills with; <ul style="list-style-type: none"> • Children/young people and their families • A range of internal and external colleagues. 	Essential
Respect	Ability to show respect for others feelings, views and circumstances.	Essential
Appreciation of challenges	Ability to show a realistic appreciation of the challenges when working with disabled children/young people and their families	Essential
Supporting independence	Understand the importance of supporting children/young people to become as independent as possible especially during periods of transition and whilst preparing for adulthood.	Essential
Managing own workload	Ability to prioritise, and work flexibly to manage conflicting demands of the service.	Essential
Working independently	Ability to work independently and use own initiative when required.	Essential
Problem solving	Ability to demonstrate strong problem-solving skills.	Essential
Emergency situations	Ability to remain calm in emergency situations.	Essential
Written Work	Ability to write coherent reports and provide information in a format appropriate for the audience	Essential
Travel	The ability to travel around the county by the use of own car or public transport.	Essential
Instruction	Ability to give and receive instruction, direction and guidance.	Desirable
Enthusiasm	Understand the importance of the ability to enthuse and motivate others.	Desirable

Experience	Give an idea of the type and level of experience required do not specify years of experience.	
Management of Staff	Knowledge of the principles of supervising, appraising, inducting and training workers. Monitor and support staff to ensure they remain confident and appropriately skilled to undertake the role. Knowledge of recruitment and HR processes.	Desirable
Working with disabled children/young people	Demonstrate experience of working with disabled children/young people and their families and proven ability to understand the impact of disability on child development	Essential
Multi-agency working	Experience of multi-agency working and knowledge of partner agencies and roles including private and voluntary providers. Ability to share information appropriately	Essential
Equal opportunities	Ability to demonstrate awareness and understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
Safeguarding (<i>include for roles working with children/vulnerable adults</i>)	Demonstrate an understanding of the safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children/young people and vulnerable adults.	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks ✓

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Flexible ✓	Field	Home
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