

## Job description

### Details of the job

|               |                                 |
|---------------|---------------------------------|
| Post title:   | EHC Caseworker                  |
| Salary Grade: | J                               |
| Hours:        | Full Time (37 hours per week)   |
| Location:     | One Angel Square                |
| Reports to:   | EHC Officer                     |
| Service area: | Children Families and Education |

### Overall purpose of the post

1. To act as case manager for the process for statutory assessments and Education, Health & Case Plans for children and young people with special educational needs to ensure they have appropriate support, resources and placements in schools to enable them to achieve their maximum potential for learning.
2. To lead the statutory annual review process of Education, Health & Case Plans and attend person centred review meetings at key transition points.

### Principal responsibilities

1. Carry out needs led assessments in accordance with the eligibility criteria and in conjunction with contributions from service users, carers and other professionals and community sources as appropriate including acting as chair person at a multi-agency meeting that finalises the EHC Plan and indicative personal budget.
2. Construct and develop Education, Health & Care Plans from approved assessments to achieve stated objectives and outcomes in relation to the needs of individuals, reflecting as closely as possible service users' aspirations.
3. Construct and develop a Multi-Agency Plan of Support if assessment determines support should be provided from universal and targeted services.
4. Give advice and support to service users and carers in specified circumstances for the purposes identified in the EHC plan or MAP of Support.
5. Undertake the on-going co-ordination, monitoring and annual review of EHC Plans to ensure the service user is receiving the appropriate level of support for their identified needs agreeing amendments and/or discontinuation of the Plan as appropriate.

6. Where relevant, liaise with service users and providers to monitor and develop services. Request funding for the service identified and, if agreed, ensure that a care/support and risk management plan is completed with the individual and selected provider, to ensure their health and safety.
7. Maintain and update all relevant records and forms in accordance with WNC policies and procedures for effective working, efficient audit and clarity of information for management relating to performance targets and service provision.
8. Engage in partnership working that seeks to creatively meet the needs of service users in an outcome focused way, including chairing the multi-agency plan meeting and negotiating on joint funding issues.
9. Advise and support managers and provide day to day advice and guidance with their work to ensure the team delivers a comprehensive service within the statutory and WNC requirements.
10. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
11. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.
12. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification

|               |                               |
|---------------|-------------------------------|
| Post title:   | EHC Caseworker                |
| Grade         | J                             |
| Service area: | Learning Skills and Education |

| ATTRIBUTES                           | ESSENTIAL CRITERIA   | DESIRABLE CRITERIA   |
|--------------------------------------|--|--|
| <b>Education, and Qualifications</b> | Good education to A level or equivalent  | Recognised qualification in Special Educational Needs/Education/Health or Social Care  |
| <b>Experience and Knowledge</b>      | <p>The post holder should have:</p> <p>Experience of statutory process and managing statutory systems. Relevant experience and knowledge could be gained through working in education, health or social care environments.</p> <p>Experience of problem solving, resolving conflict and mediation.</p> <p>Experience of leading meetings. Knowledge of Person Centred planning and processes.</p> <p>Experience of providing a point of contact for service users and working in partnership with a range of professionals across health, social care and education.</p> <p>Experience of systems/database administration/management</p> <p>Jobholders must be prepared to maintain professional development and undertake further training relevant to the job.</p> | <p>Knowledge of SEN Regulations and reporting requirements</p> <p>Knowledge of Capita ONE</p> <p>Experience of facilitating person centred meetings</p> <p>Working knowledge of laws and legislation affecting Local Authority and/or Social Services or Health services</p> |

| ATTRIBUTES                 | ESSENTIAL CRITERIA  | DESIRABLE CRITERIA |
|----------------------------|---|--------------------|
| <b>Ability and Skills</b>  | <p>Able to assimilate and interpret written advice and information from a wide range of people including parents, young people and multi-agency professionals.</p> <p>High level of skill in spoken and written English.</p> <p>Excellent customer service skills, in particular ability to offer advice and guidance.</p> <p>Excellent organisational skills – able to prioritise own workload.</p> <p>Good IT skills Accurate data input essential.</p> <p>Good eye for detail, methodical and accurate.</p> <p>Adaptable and enthusiastic.</p> <p>Able to contribute ideas and embrace change as systems and processes develop to improve service delivery.</p> <p>Able to work independently and as part of team.</p> <p>Ability to travel freely across the county</p> |                    |
| <b>Equal Opportunities</b> | <p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</p>   |                    |