



## Job Description

Job Title: Young Person's Practitioner

POSCODE: 2810

Grade: I

### Overall Purpose of Role

**Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.**

To act as key worker / lead professional in the delivery and co-ordination of high quality early intervention for children aged 0 - 19 and their families with emerging complex needs which puts them at risk of poor outcomes.

To use skills of assessment, engagement and change management within a multi-disciplinary, early intervention team to improve outcomes for children aged 0 -19 and their families.

Draw on the principles of Integrated Working and Early Help Assessment, acting as Lead Professional to complex Early Intervention cases that have not yet hit the threshold for highly targeted or specialist response and halt unnecessary referrals to specialist services.

Work closely and creatively with the local communities and partner agencies to establish and maintain an effective service for children aged 0 - 19 and their families in line with the stated objectives of the Early Help Strategy.

### Main Accountabilities

**Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities**

Main Accountabilities	
1	Manage a caseload of children 0 – 19 and their families who are at risk of poor outcomes and entering into high cost specialist service. This will include undertaking structured and persistent one-to-one family support work as key / co-worker as necessary to meet family/ project needs.
2	To lead and co-ordinate service provision to families, through a combination of direct delivery 1:1 support and group work activity, and using commissioned and partner services. Services being provided may include interventions, such as working around self-esteem and confidence building, signposting to health and alcohol / drugs support, advice for parents around child development; managing behaviour and parenting techniques, helping with household management and family routines and information and advice on welfare, housing, training and return to work.

3	To carry out and oversee comprehensive whole family needs/risk assessments and to work intensively with families in their family home to engage with those who are hard to engage. To develop and propose intervention plans following assessment to create an assertive and persistent structured supportive intervention environment enabling families to explore their difficulties and strengths.
4	To offer a support and challenge approach with families to bring about positive change in behaviour, using agreed contract with consequences approaches. Act as the lead professional to co-ordinate day-to-day inputs of other agencies, including providing knowledge and advice for team members and ensuring professional boundaries are set and maintained.
5	Develop and maintain a range of strategies and resources to effectively engage children, their families, partners and communities.
6	To plan, deliver and review, individual and family support plans to assist families maintain tenancies, reduce anti-social/offending behaviour and improve outcomes for children aged 0 – 19 and their families.
7	To have a clear understanding of safeguarding and protecting families from risk and harm and to participate in regular case planning and review meetings, supervision, appraisal and training.
8	To establish and maintain effective working relationships with statutory and voluntary agencies to ensure a high standard of service and support to families. Participate within the locality arrangements to support locality hubs to customers and operate a “one-stop shop” for appropriate advice and support as these are developed.
9	To ensure that monitoring and statistical information regarding the project is available for the team manager and in turn the leadership and governance group. To keep good quality casework notes in accordance with agreed data collection and recording systems and comply with agreed financial and IT procedures. Work within established procedures for monitoring information, assessment, information sharing, confidentiality, safeguarding and health and safety, undertaking risk assessments where appropriate.
10	To demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
11	To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself, others and to comply with the policies and procedures relating to health and safety with the Trust.
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.

**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.

## Person Specification

### Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
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	<p>This post requires satisfactory clearance of an Enhanced DBS check</p> <p>Level 3 qualification in working with children, young people vulnerable adults and their families</p> <p><b>or</b></p> <p>substantial professional experience in this area</p>	Essential
	<p>Qualified in evidence based intervention programmes with families</p> <p>Counselling/social work qualification</p>	Desirable

Minimum levels of knowledge, skills and experience required for this post

<b>Identify</b>	<b>Details</b>	<b>Essential/Desirable</b>
<b>Experience &amp; Knowledge:</b>		
	Proven experience of direct work with families with multiple problems and with families who find it difficult to engage with services.	Essential
	Must be prepared to work flexibly with families and advocate on behalf of children, young people and vulnerable adults.	Essential
	Knowledge and training in Early Help Assessment and Integrated Working	Essential
	Plan, design and deliver evidence based interventions in a group context	Desirable
	Training in solution focussed and strengths based approaches	Desirable
	Experience of working in a multidisciplinary team in the statutory or voluntary sector	Desirable
	Working knowledge and understanding of the Youth Criminal Justice System	Desirable
<b>Ability &amp; Skills:</b>		
	Excellent interpersonal skills and effective communication with a range of professionals	Essential

	Ability to work in an open and often challenging way with children, young people, vulnerable adults and their families	Essential
	Able to convey respect for others	Essential
	Able to work as part of a team	Essential
	Demonstrate skills in mediation, negation and problem solving Able to assess situations with clarity and sensitivity – act professionally in and around crisis situations	Essential
	Ability to undertake individual and family assessments and assess needs and risk.	Essential
	Organisational and time management skills	Essential
	Able to travel effectively in the locality/Car Driver	Essential
	Ability to review with families their readiness for change and work to enable families to become self reliant	Essential
	Ability to prepare and present case notes and reports in a variety of settings	Essential
	Basic IT skills	Essential
	Demonstrate the ability to work to timescale and within budget to achieve targets set	Desirable
	Demonstrate skills in working in an outcome focussed way	Desirable
	Evidence of ability to use computer based case recording system	Desirable
<b>Equal opportunities</b>	Ability to demonstrate awareness/understanding of equal opportunities and other people's	

	behaviour, physical, social and welfare needs	
<b>Safeguarding</b> ( <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 and young people/vulnerable adults.	

### Disclosure level

**What DBS Level is required for this post?**

None

Standard

Enhanced Child Only

Enhanced Child/Adult Bar

### Working Arrangements

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

## Job Description Questionnaire

Page 1 and 2 of this document will form the job description and person specification for the post.

<b>Job title:</b>		<b>POSCODE</b> <i>(Needed for re-evaluations)</i>	
<b>Reports to (job title):</b>		<b>Directorate/Service:</b>	
<b>Presenting Manager:</b>		<b>Date of evaluation:</b>	
<b>Supporting HR contact person:</b>		<b>New Post</b>	<b>Yes/No</b>
		<b>Re-evaluation:</b>	<b>Yes/No</b>

### Job context

Give a short overview of the job context and the key objectives of the part of the organisation where the job is placed.

### Organisation chart (please include POS CODES not the grades)

Please provide an organisation chart which includes the manager of the post, its peers and direct reports.

### Change of accountabilities (for re-evaluations only)

What are the major changes to the role?

These should clearly show the reason for this re-evaluation i.e. the:

- changes to the accountabilities;
- changes to the essential qualifications, knowledge, skills and experience; or
- changes to the team structure

## Communication and influencing

Contact	Nature of interpersonal skills used
Internal	
External	

## Supervision and work planning

What degree of forward planning is required in this job (daily, weekly, monthly, annual, etc)?

What level of supervision is this post subject to?

What type of priorities is the post holder able to set themselves?

What kind of systems, procedures or 'rules' are set around the job?

## Problems encountered

What types of problems are encountered in this job and what steps would you expect the post holder to take to find the solution (give 2 examples).

At what point does the post holder escalate a problem to a more senior employee?

## Decision making

Does the post holder makes a decision based on	a set process to resolve the problem
	a solution based on their past experience
	seek more information to determine the extent of the problem
	use creative thinking to develop new concepts

Please give an example to illustrate the approach to decision making specified above.

## Freedom to act

Please give two examples of areas that the post holder has discretion over.

1)

2)

## Impact

Financial impacts of the role

Financial measure (e.g. income, expenditure, capital budget)	Amount (£)	Role (Direct control, joint control, advisory/influencing role)

Statistical Information



Is there any statistical information that can add to the understanding of the job? E.g. it is useful to know whether a Payroll Officer deals with 50 or 50,000 payslips.

### Physical effort and/or strain

Describe whether the job requires physical effort and/or strain more than is normally experienced in a routine office environment

### Working environment

Does the job require working outdoors, or being exposed to objectionable, uncomfortable or unfavourable working conditions?

### Declarations

#### All roles – Manager

JDQ completed by:

By submitting this JDQ to panel I confirm that the relevant Director/Assistant Director has given consent for this post to be evaluated/re-evaluated.

Signed:

Date:

Print name:

**Re-evaluations only – Current Post Holder**

Current post holder – by signing this form I confirm that I have been involved in completing the JDQ and confirm that it is an accurate reflection of my current role.

Signed:

Date:

Print name:

HR Advisory - Prior to submitting the job to panel please provide the Hay Lines of this posts Line Manager and Direct Reports.

Job title	Hay Line			Score
	Know How	Problem Solving	Accountability	

HR Advisory - Advice given to the manager

Use this section to record any relevant background information and advice that you have given to the manager.