

Title	Department	Post Ref.
Early Help Case Manager (Enforcement)	Children, Families and Cultural Services	
Job Purpose <i>To act as the case managing lead professional for families, children and young people requiring early help services</i>		
Key Responsibilities <ol style="list-style-type: none"> 1. To work to deliver the targets set down in the service and team business plan 2. To act as the lead professional in Early Help cases in line with service guidance 3. To complete structured assessments and planning, to commission, facilitate or deliver interventions plans and undertake reviews of children, young people, parents, carers and families in line with service guidance 4. To chair multi-agency “Team Around the Family/Child” meetings 5. To keep timely and accurate records of work, including running records and the entry of data as specified 6. To communicate effectively with other professionals 7. To attend team meetings and whole Service events. 8. To work with children, young people and families in settings including the family home, and to transport them when required with due regard to health and safety guidance 	Key Accountabilities <ol style="list-style-type: none"> 9. To deliver services within the Service’s scheme of delegation for safeguarding children and local safeguarding children board policies. 10. To ensure that personal practice is in line with service guidance 11. To operate within the framework of any professional registration. 12. To actively contribute to the professional development of yourself and others 13. To participate fully in supervision, appraisals (EPDR), and practice observations, as part of personal development and support 14. To maintain a current knowledge and awareness of legislation, policy, procedure and practice in the post holder’s field of work 15. To attend court hearings and participate in meetings, case conferences, reviews, planning meetings and other forums as required and appropriate 	

	16. To produce formal reports for meetings and Court hearings to explain the outcomes assessments and interventions when required
The post holder will perform any duty or task that is appropriate for the role described	

Person Specification	
Education and Knowledge 17. A professional qualification (including assessed practice) at NVQ level 4 or above 18. Knowledge of child development, family systems and the theoretical underpinning of assessment and interventions with children, young people and families 19. Full driving licence (unless registered disabled)	Personal skills and general competencies 22. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff 23. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. 24. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available 25. Ability to meet agreed objectives and delivery targets by the effective use of resources.
Experience 20. A minimum of three years of experience of working with children, young people and their families 21. Experience of managing challenging situations	
Role Dimensions 26. Managing an allocated caseload of families, children and young people on a day-to-day basis and delivering services in line with practice guidance 27. Handling of petty cash to the value of £30. 28. To work unsocial hours, including evenings and weekends, in line with service needs 29. Line Management by a Team Manager or Senior Professional Practitioner. Day-to-day direction and practice coaching will come from a Unit Leader.	
<i>Please attach a structure chart</i>	

Date

Tier 7 – Experienced / Professional Staff