

<b>Job Description</b>			
<b>Title:</b> Early Help Case Manager	<b>Department:</b> Children, Families Cultural Services	<b>Post Ref</b> Add Ref	
<b>Job Purpose:</b> To act as the case managing lead professional for families, children and young people requiring early help services			
<b>Key Responsibilities</b>  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		<b>Key Accountabilities</b>  1. To deliver services within the Service’s scheme of delegation for safeguarding children and local safeguarding children board policies.  2. To ensure that personal practice is in line with service guidance  3. To operate within the framework of any professional registration.  4. To actively contribute to the professional development of yourself and others  5. To participate fully in supervision, appraisals (EPDR), and practice observations, as part of personal development and support  6. To maintain a current knowledge and awareness of legislation, policy, procedure and practice in the post holder’s field of work  7. To attend court hearings and participate in meetings, case conferences, reviews, planning meetings and other forums as required and appropriate  8. To produce formal reports for meetings and Court hearings to explain the outcomes assessments and interventions when required	
<b>The post holder will perform any duty or task that is appropriate for the role described</b>			

<b>Person Specification</b>	
<p><b>Education and Knowledge</b></p> <ol style="list-style-type: none"> <li>1. A professional qualification (including assessed practice) at NVQ level 4 or above</li> <li>2. Knowledge of child development, family systems and the theoretical underpinning of assessment and interventions with children, young people and families</li> <li>3. Full driving licence (unless registered disabled)</li> </ol>	<p><b>Personal skills and general competencies</b></p> <ol style="list-style-type: none"> <li>4. A high level of personal drive and commitment to excellent customer care.</li> <li>5. Strong interpersonal skills with a range of people including children, young people and parents and carers, colleagues and other professionals and managers.</li> <li>6. Ability to make decisions and solve problems to meet operational targets.</li> <li>7. Ability to meet agreed objectives and delivery targets by the effective use of resources.</li> <li>8. Information technology skills including use of databases and word processing.</li> <li>9. Undertake any necessary administrative duties.</li> <li>10. Ensures the County Council's policies for fairness and respect are delivered including setting high personal standards.</li> <li>11. Takes an active role in managing risk, health and safety and safeguarding issues</li> </ol>
<p><b>Experience</b></p> <ol style="list-style-type: none"> <li>12. A minimum of three years experience of working with children, young people and their families</li> <li>13. Experience of managing challenging situations</li> </ol>	
<p><b>Role Dimensions</b></p> <ol style="list-style-type: none"> <li>14. Managing an allocated caseload of families, children and young people on a day-to-day basis and delivering services in line with practice guidance</li> <li>15. Handling of petty cash to the value of £30.</li> <li>16. To work unsocial hours, including evenings and weekends, in line with service needs</li> <li>17. Line Management by a Team Manager or Senior Professional Practitioner. Day-to-day direction and practice coaching will come from a Unit Leader.</li> </ol>	