

Job Description			 Nottinghamshire County Council
Title <i>ICDS Early Support Service Organiser</i>	Department <i>Children, Families and Young People</i>	Post Ref	
Job Purpose Based within the Integrated Children's Disability Services, the Early Support Service Organiser will be responsible for co-ordinating requests for the Early Support Team, managing the triage of these requests and monitoring/ recording of Data.			
Key Responsibilities		Key Accountabilities	
<ol style="list-style-type: none"> 1. To act as the contact point for key professionals or families in respect of new requests for support. 2. To hold responsibility for the monitoring of Data tracking and the progress / tracking of the triage process 3. To work with business support in the recording and administration of documentation re requests 4. To provide data analysis regarding new Early support requests 5. To support in the keeping of accurate records on the Early Support data base and Mosaic. 6. To have working knowledge of the Children and families Act and Short Breaks Regulations. 7. To maintain a good working knowledge of service provision across the county, specifically in respect of other relevant services. 8. To participate in regular supervision and training 9. To have regard at all times for the confidential nature of the work and not to discuss or disclose information to unauthorised parties. 10. To contribute, as appropriate, to service development and efficiencies. 		<ol style="list-style-type: none"> 1. Updating the monitoring of the Early Support tracking database. 2. Documenting and raising safeguarding concerns. 3. Completing accurate and timely case notes / recordings etc. 4. Monitoring and updating information required by CQC 5. Adhere to General Data Protection Regulations 	

Person Specification	
Education and Knowledge <ol style="list-style-type: none"> 1. Knowledge of safeguarding. 2. Knowledge of Equality and Diversity. 3. Knowledge of the Children and Families Act and Short Breaks Regulations. 4. Knowledge of Disability and its impact on Young People and their families 5. Comprehensive IT Skills. 6. Knowledge and ability to identify High Risk information / prioritisation of services 	Personal skills and general competencies <ol style="list-style-type: none"> 7. Puts into practice the County Council's commitment to excellent customer care. 8. Works efficiently and effectively, and actively looks for ways of improving services and outcomes for customers. 9. Works well with colleagues but also able to work on their own initiative. 10. Shares the County Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration.
Experience <ol style="list-style-type: none"> 11. Of working in an area of Education / Business Support / Children's Social Care. 12. Of communicating on various levels, by various methods to families / professionals (verbal and written). 13. Of accurately recording information in a timely manner using relevant IT systems. 14. Of initiating and sustaining professional links / relationships with parents/carers and colleagues. 	
Role Dimensions <ul style="list-style-type: none"> • Any duty or task that is appropriate for the role described 	