

Job Description and Person Specification

Early Help Family Practitioner

A Lambeth to be proud of



Job Title:	Early Help Family Practitioner
Department:	Children's Services
Division:	Early Help
Grade:	PO1
Reports to:	Early Help Team Manager

Context

The Early Help Family Practitioner will work as the lead professional, working closely with families and partners to ensure all family members' needs are met using the whole family and strengths-based practice.

Job Purpose

- The Early Help Family Practitioner will act as the case holder for families with multiple and complex needs or families meeting the Troubled Families Criteria. They may also have a small caseload of families with additional needs where an appropriate lead professional cannot be identified within the Early Help Partnership.
- The post holder will act as a community connector and capacity builder within their allocated locality, participating fully in Locality Action Panels and supporting universal partners to act as lead professionals where families have additional (tier 2) needs, not meeting the thresholds of statutory services.
- The post holder will complete whole family assessments, conduct team around the family meetings, co-produce outcomes-focused plans with the family and conduct reviews to ensure positive and sustained progress is being made.
- They will respond to Early Help Family Assessments, self-referrals and step downs completed by families and universal and statutory partners.
- To be advocate for community and partnership working, with excellent understanding of how to build trust and act as a bridge between the community, partners and the council.

Responsibilities

1. To manage a caseload of families with additional and multiple needs as directed by line manager.
2. To carry out whole family focussed assessments of both children and their families working to support them in their homes and community.
3. To use reflective supervision in casework attending regular supervision with their line manager.

4. To work directly with child and young person to ensure their voice is heard and incorporated into the planning process.
5. To provide and co-ordinate structured support and intervention to families to help them change their behaviour. Some of these interventions may be required to be intensive.
6. To support universal practitioners to build up their confidence and skill-set in working with higher tier cases and within a whole family context. Enabling others by using support, coaching, joint-case holding and training.
7. To train in and use clear practice frameworks such as 'systemic/heart of practice' and 'Family Partnership Model' as a way standardising local interventions.
8. To act as the lead practitioner where tier 2 cases cannot be allocated to a more appropriate lead professional and provide opportunities for universal practitioners to shadow and model casework to enable the case to be stepped down.
9. To connect up local services to strengthen the local partnership network and mobilise resources so they become available to the local families.
10. To attend and chair Family meetings as a way of supporting practice in this area as an 'expert practitioner'.
11. To have a sound understanding of Lambeth's safeguarding thresholds and ability to apply this knowledge in practice.
12. To undertake the full range of assessment, planning and reviewing activity in relation to children and families with additional and complex needs. This will include:
 - achieving concrete outcomes for families
 - co-ordinating work across networks, communities and agencies to support families
 - providing evidence-based support
 - Sound decision-making with an appropriate level of independence and autonomy
 - Taking the initiative, to form constructive alliances and to act as a change agent
 - Modelling good practice for universal and community professionals
 - Undertaking direct work with children, young people and their families on an individual or group basis.
13. To develop and maintain a thorough knowledge of legislation and regulations and departmental procedures relating to working with children and families including Lambeth's safeguarding procedures and GDPR laws.
14. To collect and provide managers with such information as may be required about assessments, casework and capacity building activity, utilising new technology and case management systems.

15. To organise and plan work activities taking into account competing demands and priorities and to keep manager apprised of any difficulties.
16. To recognise and act on safeguarding concerns relating to children and to adults with care and support needs, and contribute to the response to such concerns, promptly escalating cases where necessary.
17. To meet the organisation's requirements in regard to record keeping, including that required for the monitoring of performance and quality.
18. To prepare and present reports and assessments for meetings with families and partners including at reviews and panels such as the Locality Action Panel and other multi-agency forums.
19. To keep your skills and knowledge of systemic practice up-to-date, in order to be able to meet the requirements of your role and to maintain requirements of professional registration where applicable. This will include keeping up-to-date with relevant best practice, regulations and guidance, and acting in line with it, particularly around systemic practice and capacity building.
20. To have regular contact with community partners including in schools, Children Centre's, and GP surgeries according to local need
21. To be confident in the use of the Early Help Family Assessment and to act as a Lead Professional and co-ordinator for allocated families at multi-agency meetings presenting multiple and complex needs.
22. To organise and Chair Team around the Family meetings ensuring that there is a multi-agency family plan to address presenting needs of all family members
23. Work as a member of the wider Early Help Partnership liaising with and supporting all staff and ensuring appropriate cover for colleagues as agreed by service managers. Carry out all duties in accordance with the London Borough of Lambeth's Equal Opportunities policy, actively promoting equality and seeking to prevent and overcome disadvantage and discrimination.
24. To work flexibly in undertaking the duties and responsibilities of this job, and participate as required in groups and task teams, some of which may involve working across disciplines, or with colleagues from across the Council and partner organisations.
25. To take full responsibility for the implementation of own Personal Development Plan and continued professional development in those areas relevant to post holder's own role and participate in the Council's appraisal scheme.
- 26.
27. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

28. As a Lambeth Officer you are expected to observe common corporate accountabilities and to promote a positive image of the Local Authority at all times
29. To participate in training, learning and development events relevant to the development of the service and the role
30. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.
31. The post-holder must at all times carry out the duties of this post with due regard to the Council's Equal Opportunities & Diversity Policies. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.
32. To undertake other duties that may be reasonably requested by line manager

Special Conditions

- Employment is subject to an enhanced Disclosure & Barring Service (DBS) criminal record disclosure satisfactory by the Council, to be undertaken on a three yearly basis. You must inform your manager if you are arrested for or charged with any criminal offence.
- Due to the nature of the work with vulnerable children and families some work beyond normal office hours is required from time to time.
- The post is exempt from Section 4 (2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.

**PERSON SPECIFICATION
EARLY HELP FAMILY PRACTITIONER (PO1)**

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confidence scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
<p><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></p>			
Qualification	Q1	A Recognised qualification in work with children or young people. Recognised disciplines include social work, teaching, youth work, health work, police and probation work.	
Key Knowledge	K1	Up to date professional and technical expertise in relation to strength-based and whole family practice to improve outcomes for children and families	A ✓
	K2	Good knowledge and understanding of safeguarding procedures and thresholds of need.	A ✓
Relevant Experience	E1	Experience of acting as a lead professional for families with multiple or complex needs and working directly with families to deliver positive outcomes for them.	A ✓
	E2	Experience collaborating with social workers, education, police and voluntary sector colleagues and other professionals, as the lead professional, in multi-agency settings	A ✓
	E3	Proven ability to undertake individual and family assessments, develop action plans and assess needs and risk.	
	E4	Experience in delivering evidence based parenting programmes.	

	E5	Extensive experience of working with hard to engage families.	
	E6	Evidence of recording casework using information and data management systems.	
Core Values and Behaviours		<p>Equity</p> <ul style="list-style-type: none"> • Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter. • Ensure fairness and justice is at the heart of my decision making and support to my team and others. • Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do. • Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part • Take positive action to ensure everyone in my team has opportunities to learn and grow at work • Encourage everyone to be themselves at work and value who they are • I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals. 	
		<p>Kindness</p> <ul style="list-style-type: none"> • Treat each member of my team with respect and dignity just as I would want for myself. • Encourage each member of my team to do their very best work and am available to them to provide support and guidance. • Personalise my support to each team members and look out for them, lending a hand wherever I can • Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together • Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard • Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals. • Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth. 	

		<ul style="list-style-type: none"> • Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions. 	
		<p>Accountability</p> <ul style="list-style-type: none"> • I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way • I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives. • I ensure my team plan ahead, getting the basics right and take swift action when problems arise • I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others. • I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track. • I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same. • I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do. • I encourage my team to learn and grow and ask questions to find the information they need to do their jobs 	
		<p>Ambition</p> <ul style="list-style-type: none"> • Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do. • Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved. • Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together • Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes • I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities. 	

		<ul style="list-style-type: none">• Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.• Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.	
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