

Job title	Senior Early Help Family Practitioner
Salary	£15.45 per hour £28,119 - £16 per hour £29,120 35 hours per week plus non-contributory pension
Contract	Fixed term until April 2027 (expected to renew, subject to funding and service requirements)
Location	Parenting 2000 offices in Southport & Crosby
Responsible for	Three Family Workers
Responsible to	Senior Manager / Chief Executive

Overview

We are seeking a Senior Early Help Family Practitioner to lead our successful Early Help Whole Family Working Service.

The Senior Early Help Family Practitioner will manage a caseload of families receiving support, while also coordinating the service. This includes acting as the programme's primary contact, ensuring targets are met, and providing line management, supervision and support to a small team of family workers within the organisation.

Our Early Help Service

The purpose of Early Help is to prevent any issues from getting worse by offering families support at the right time.

Early Help services can be offered when advice, support and/or intervention that may be needed and it works best when offered to the whole family and when services are delivered jointly by professionals.

Early Help family Practitioners act as the family's single point of contact, coordinating a holistic, temporary offer of support and advocacy, focusing on overcoming some of the problems families may have. This involves the Family Practitioner focusing on and delivering high quality support and interventions to families with complex interconnected problems. These problems include unemployment and financial instability, poor school attendance, mental and physical health problems, involvement in crime and antisocial behaviour, domestic abuse and poor family relationships, children who are at risk of abuse and exploitation, substance misuse and insecure housing.

Essential to this role is completing Early Help assessments to understand family needs. You will work directly with families and coordinate Early Help meetings to ensure clear plans are in place to improve outcomes. You will also work with other professionals (multi-agency working) to deliver high-quality interventions.

The ultimate goal is to empower and enable families to take ownership of their own solutions, raise aspirations and develop resilience.

Main Duties

Whole Family Working

1. Act as Key contact for the Early Help whole Family Working Programme within Parenting 2000 and with outside agencies.
2. Supervise and support a small team of family workers (including three family workers). Support includes performance supervision, reflective practice supervision, advice and guidance, informal day-to-day case discussions, and case audits.
3. Monitor and manage referrals into the service. This includes working collaboratively with Sefton MBC FAST Team (who receive and allocate referrals) to ensure an effective flow of appropriate referrals to the service.
4. Provide reports to the Chief Executive on project progress, workload, staffing issues and operational delivery of the Early Help service.
5. Effectively manage and progress your own caseload of a targeted number of families to achieve positive outcomes using a solution-focused approach and provide oversight and support in relation to team caseloads.
6. Carry out a specified targeted number of assessments and identify levels of risk, vulnerability and safeguarding using prescribed assessment tools, operating within agreed models and in line with agreed frameworks and protection plans, ensuring that the individual's or family's voice is captured throughout the assessment and intervention process.
7. Deliver protective, supportive and need-led plans and review in line with case management standards.
8. Deliver targeted activity working either on a 1-1 basis or in groups using a holistic approach to address the root causes.
9. Undertake home visits to ensure that families are safeguarded within the community. Increase parental engagement to strengthen family relationships and support children's education.
10. Work in partnership with families to support parental understanding of their role in their child's development by modelling high-quality early education practice within the home as part of targeted interventions.
11. Signpost family members to activities within the community to build

resilience within the family. Support family members to develop skills to enable them to carry out household tasks such as budgeting, supporting health and hygiene, and increasing parental confidence and capacity.

12. Maintain accurate records of all assessments, plans, actions, reviews, court reports, decisions, learning portfolios and outcomes using Sefton Council's systems.
13. Record all agreed exit strategies and manage cases within prescribed time limits.
14. Participate in case reviews, TAF (Team Around the Family) meetings, audits etc. as required in line with the one worker/one family approach to engage, empower and enable positive steps towards change.
15. Engage in the development of the service, including promotion of the service and continued professional development through service meetings, events, conferences, training courses and networking.
16. Utilise the prescribed IT systems to evidence the journey of change through recording and maintaining accurate case notes, family interactions and other records as specified through national guidance, service requirements and in line with policies and procedures.
17. Utilise appropriate marketing techniques to promote awareness and general referrals to the service and represent the service at events as required.
18. Provide regular anonymised case studies to demonstrate Whole Family Working best practice.
19. Ensure the quality assurance framework, legislation, regulations, policies and procedures are central to all good practice.
20. Ensure that client information is lawfully gathered, accurate, up to date and only disclosed in accordance with the Data Protection Act 2018.
23. Work cooperatively with colleagues and partners to share information, ensuring a joined-up approach.
21. Work as part of Parenting 2000's team, including providing regular general office support as well as support for the organisation's other projects when required.
22. The post holder will be expected to carry out any other duties that are reasonably requested of them.

Personnel Specification

We are looking for the following experience skills and attributes that can be brought into the role. (E = essential D = Desirable)

- Level 3 or above qualification in a relevant subject (or equivalent experience) (E)
- Experience of service and staff management supervision (E)
- Experience of delivering support to individuals or families, in particular families with adolescent young people. (E)
- Experience of case management and developing plans based on assessments. (E)
- Experience of identifying levels of risk, vulnerability and needs and prioritising accordingly. (E)
- Experience / ability of planning & delivery of training, workshops & support groups (E)
- Knowledge and experience of issues such as trauma and ACES (Adverse Childhood Experiences) which may have an impact on families such as domestic violence, abuse, mental health difficulties, substance misuse, poverty, early years development and housing issues (E)
- Excellent interpersonal and communication skills and a person/family centred approach (E)
- Ability to motivate and challenge people and outside agencies as necessary (E)
- An ability to develop a good working relationship with colleagues and partners to deliver a coordinated multi agency approach response (E)
- A good working knowledge of outside agencies within the Sefton area. (D)
- Experience/ ability to use IT systems to maintain accurate records and management data. (E)
- Proficiency of MS Office (Word, Excel & Teams) and other platforms such as Zoom is essential. (E)
- Excellent literacy and numeracy skills are essential (E)
- Experience in using EHM (Early Help Management System) is desirable although full training is provided. (D)

Safeguarding

- A broad knowledge and experience of safeguarding procedures and when to implement the escalation policy (E) (Safeguarding training is provided)
- This role requires being part of the 2000's Safeguarding Management team as a Deputy safeguarding Lead.

(Full on - going training and support in Safeguarding is provided)

Special Requirements

- Access to own transport & full driving licence with business insurance
- Willingness to undertake further training and development as necessary in order to enhance service delivery
- Ability to undertake home visits and transport families to appointments (this may involve carrying small children and carrying/ fitting car seats and climbing stairs)

SPECIAL CONDITIONS

Location

The post holder will be expected to move between Parenting 2000 offices (Southport and Crosby) as required depending on the requirements of the service and organisation.

Travel & Expenses

A casual car allowance mileage rate is payable as appropriate. Reasonable expenses in the course of duty can be reimbursed.

Hours of Work

Core working hours are 35 hours per week (Monday – Friday) with a flexible approach. The nature of this post may require very occasional out-of-office hours, for which time off in Lieu (TOIL) will be granted subject to Parenting 2000 Policies and procedures and prior agreement.

Disclosure & Barring Service

The post holder will require an Enhanced DBS Certificate. This will be funded by Parenting 2000.

Pension

The Organisation operates a non-contributory group personal pension scheme with its nominated pension provider, which is open to all eligible staff. Further details can be obtained from the HR Officer

Annual Leave & Public Holidays

The annual leave is 28 days per annum plus normal Bank and Public holidays

Confidentiality

To maintain confidentiality of all information and records relating to the work of the project and Parenting 2000 organisation

General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time that are commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

Parenting 2000 has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the organisation

Note: Where the post holder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job