



Rutland County Council

JOB DESCRIPTION

Position Title:	Early Help Worker – Front Door
Grade:	G06
Directorate:	Children & Families
Department:	Family Help and Assessment
Responsible to:	Advanced Practitioner Family Help Front Door & Partnerships

Purpose of the Job:

To ensure Rutland County Council fulfils its statutory responsibilities to support children and young people in need and who may be at risk of harm and to contribute to the strategic objectives within Rutland's Children and Young People Plan.

To work as part of an integrated team supporting the effective co-ordination and delivery of our joint front door arrangements for the Family Help and Assessment Teams to screen contacts, respond to requests for support immediately and ensure cases are on the most appropriate pathway to services.

Main Responsibilities:

1. To work alongside dedicated social care practitioners to process, screen and recommend appropriate responses for all contacts and referrals received through the Children's Services Single Front Door.
2. To provide specialist early help knowledge, advice and guidance during contact screening to ensure timely interventions and referrals for children and families.
3. To attend the weekly multi-agency case allocation meeting and the four weekly Partner Support panel.
4. To provide support, advice and guidance to lead professionals undertaking external team around the family support, which will include chairing first meetings and helping professionals to develop SMART plans (where required). To maintain clear and up to date records of TAF's held by external agencies.
5. To work positively with all multi-agency partners including parents/carers and young people to ensure that the Front Door operates effectively and efficiently and progresses contact and service referrals in a timely and professional manner.



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6. To develop proactive working relationships with all partner agencies, including schools, in order to promote the front door and embed early and targeted interventions for children and young people across the partnership.
7. To ensure all records pertaining to referrals are recorded and stored securely on the Liquid Logic case management system in accordance with the Children's Services Practice Standards.
8. To take responsibility for keeping up to date with key research and developments in relation to early help and children and family support services.
9. To undertake ongoing professional development and training that demonstrates the post holders continuous professional development, and application of updated research and in completion of the Safeguarding Competency Framework.
10. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
11. Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
12. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post.

Behaviours and outcomes:

Work collaboratively across Children's Services to ensure a joined up, consistent service.

Be ambitious for children and families and champion best practice across services to achieve the best outcomes.

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.



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Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.

Dimensions:

No budget responsibility

No line management responsibility



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Educated to GCSE standard or equivalent to include a minimum of grade C or equivalent in Maths and English	A
Level 3 or equivalent in Early Years, Health or Social Care field	A
Evidence of continued learning and a willingness to undertake further training and professional development	A
Desirable	Method of Assessment *
Trained in Triple P programmes	A
Trained in Signs of Safety	A

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Experience and track record of delivering training and presentations to external partners and other professionals	A
Extensive experience of supporting schools with External TAF process.	A/I
Experience in early years, social care, health or education field with children and families.	A/I
Sound and up to date knowledge of safeguarding children, child development and attachment theories.	A/I
A clear understanding of thresholds to children's services and knowing when and how to escalate concerns.	A/I
Experience of Team Around the Family process including chairing meetings and acting as Lead Professional.	A/I
Completing early help assessments and developing strengths based support plans to address identified needs for a family or child.	A/I



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Experience of multi-agency working to support children and families and an excellent understanding of Working Together guidance particularly in relation to external partners roles and responsibilities.	A/I
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Desirable	Method of Assessment *
Supporting children and families with complex needs	A/I

SKILLS

Essential	Method of Assessment *
Excellent written and verbal communication skills and the ability to work quickly and accurately.	A/I
Excellent planning, time management and organisation skills.	A/I
Ability to develop and maintain positive working relationships with external partners, children and families.	A
Excellent IT skills and the ability to adapt to using a wide range of different IT software packages.	A/I
Good presentation skills and the ability to engage a wide range of people.	A/I
Ability to be creative and flexible when working with children and families.	A/I
Experience and track record of delivering training and presentations to external partners and other professionals	A

Desirable	Method of Assessment *
Formal report writing	A
Experience of using Liquid Logic case management system	A



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EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I

* A = Application Form D = Documentary evidence I = Interview T = Test

STRUCTURE

TBC

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
18/10/2024	Initial	Darrell Griffin, Service Manager Family Help and Assessment.
April 2026	Updated wording	Darrell Griffin, Service Manager Family Help and Assessment.