



Job description	
Job title	Early Help Coordinator
Grade	Pay Band H / SCP 23-25
Directorate	Children & Family Services
Section/team	Early Help Team
Accountable to	Early Help Assessment Manager
Responsible for	The coordination and delivery of effective integrated processes for early help
Date reviewed	August 2020

Purpose of the Job

To work with parents, carers, professionals and voluntary groups to enable them to use the Integrated Processes for service delivery and the Early Help Assessment Framework as the common assessment tool, when working with vulnerable children and their families.

To improve and promote effective multi-agency co-ordination and collaboration which will involve providing an Early Help Duty function to process and screen referrals for family support at Levels 1,2 and 3 on the Knowsley Continuum of Need.

To work as part of a team to co-ordinate, develop and sustain Early Help assessments and interventions to ensure the Early Help Assessment Framework is embedded in good practice throughout the children's workforce in Knowsley.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To work with parents, carers, professionals and voluntary groups to support the implementation of integrated processes (Early Help Assessment Framework) Lead Professional and Team Around the Family (TAF) to secure the wellbeing of children and young people.
2. To facilitate the continued implementation and monitoring of integrated processes, including assisting in the development of protocols and systems of best practice throughout the children's workforce.



3. To organise and co-ordinate assessment, signposting and referral procedures to support implementation of the Early Help Assessment Framework and associated processes at a local level.
4. To work with the Early Help Assessment Manager and Early Help Champions in developing, delivering and sustaining integrated processes training to all relevant practitioners throughout the borough.
5. To organise, co-ordinate and chair TAF meetings so they take place with the right audience at the right time with the right information.
6. To advise on who would be the most appropriate Lead Professional to co-ordinate multi- agency plans.
7. To advise and support Lead Professionals to carry out their roles in liaison with their line managers.
8. To work with the Early Help Champions to provide advice, guidance and support to staff working with vulnerable children throughout the borough.
9. To work with the Early Help Champions to facilitate clear communication and develop effective working partnerships with statutory and voluntary agencies to support the dissemination of good practice at a local level to ensure practitioners feel confident to implement and use the Early Help Assessment Framework and associated processes.
10. To contribute to the development of systems to monitor and evaluate implementation within a quality assurance framework.
11. To maintain the effective monitoring and evaluation of the Early Help Assessment Framework and produce statistical information relating to trends and predictors of need
12. To ensure and facilitate active community involvement and participation in the Early Help Assessment Framework and associated processes.
13. To contribute to the strategic development, data collection and reporting mechanisms of the team.
14. To perform 'front-door', duty functions (as required) as part of Knowsley's Multi-Agency Strategic Hub (MASH) to identify appropriate services and pathways to support for families at tiers 1, 2 and 3 on the threshold of need.
15. To undertake appropriate training.
16. The duties and responsibilities outlined in this job description are indicative of the role; however they are not exhaustive and may be



subject to change. In addition, the post holder will be required to undertake other reasonable duties as directed by the line manager.

Health and Safety

- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger
- To exercise due regard for personal health & safety and comply with all the requirements of Health and Safety legislation and Council Policy.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.