



Job description	
Job title	EHCP Social Care Officer
Grade	H
Directorate	Children's Services
Section/team	Children with Disabilities Service
Accountable to	CWD Early Help Senior Lead
Responsible for	N/A
Date reviewed	19.07.2024

### Purpose of the Job

To work as a member of the Children with Disabilities Service assessing and identifying needs of children and young people with additional needs and their families, who may require social care input through their Education, Health and Care Plan. These will include effective parenting skills, relationship breakdown, family dynamics, emotional health and well-being, sexual health and self-esteem. The EHCP social care assessment will be aligned to the graduated approach for interventions and support. These may include support for short breaks, Direct Payments, young carers assessments, parent carers assessments alongside support and signposting for the families and young people to tackle issues such as poor school attendance and exclusion, risk-taking behaviour including crime, anti-social behaviour and employability.

You will complete EHC social care assessments and reviews which will form part of the child/young person's Education, Health and Care Plan and contribute to the planning and intervention for families as set out by the CWD Early Help Senior Lead, and will work in partnership with parents and children providing practical support, information, advice and guidance covering a range of issues such as children's developmental needs, benefits and finance, learning, school attendance, behaviour management, parenting strategies etc:

The EHC Social Care Officer will also review packages of support on an annual basis in partnership with the child/young person, their families and partner agencies such as schools and health to ensure that the support provided continues to meet need and continues to support better outcomes.



## **Duties and Responsibilities**

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

1. To act with persistence, assertiveness and creativity in order to engage challenging, 'hard to reach' families with multiple needs which may impact negatively on outcomes for children, adults and the family as a whole.
2. To complete the EHCP social care assessment and provide the advice as part of the Education, Health and Care plan.
3. To contribute toward the development of the Education, Health and Care Plan for children and young people from 0 – 18 years of age based on the social care assessment and/or review.
4. To complete the development of an 'outcome-focussed' intervention support plan to meet the identified needs of children young people and their families and present at Resource Allocation Panel.
5. To attend and prepare statements for Tribunal Court appeals in relation to the social care element of the Education Health and Care Plan as and when required.
6. To have a good understanding of risk and be able to respond appropriately to incidents relating to child protection and safeguarding and maintain client confidentiality and information sharing protocols.
7. To ensure that children, young people and families are fully involved in person centred planning and decision making and are consulted about the work and supported to represent their views.
8. To contribute to the protection of the public and the safeguarding of children and young people, taking particular account of policy and procedures on the support and management of young people who are vulnerable or present a risk of harm to others
9. To maintain accurate, quality and timely records on the Early Help Module and actively support the audit process and use analysed findings to improve future practice.
10. To work flexibly to meet the needs of the service. This will encompass some early mornings, evenings and weekend work which may take place in service-users' homes.
11. Support and deliver a range of ongoing briefings of the role with young people, families and communities in various settings including schools and Knowsley Parent Care Voice groups.



12. To work flexibly across the Borough.
13. Ensure that the Children with Disabilities information systems are maintained and updated as policy and procedure dictate.
14. Promote a “Think Family” approach in work with clients and colleagues to ensure family needs are not overlooked and family strengths are enhanced to provide effective responses to identified need.
15. Liaise with all appropriate services in order to ensure that young people make smooth transitions to adult health and care services.
16. Engage young people and their families in constructive, positive activities and learning/developmental opportunities
17. To undertake personal learning and development to address identified learning and development needs of the you and the service
18. To carry out all responsibilities with due regard for Knowsley Council's equality and diversity policies and procedures.
19. Actively contribute to the gathering of information from service users and partner agencies to evaluate service delivery and provide evidence of performance against service objectives and inform future service delivery.
20. To undertake any other duties commensurate with the grading of this post, as required by the Executive Director for Children or their delegated Officer

#### **Health and Safety**

- To exercise due regard for personal health & safety and comply with all the requirements of Health and Safety legislation and Council Policy bringing issues to the notice of managers and taking appropriate action where necessary
- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

#### **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.

- **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.