



Job Profile and Working for Stockport



Stockport

to keep the people of Stockport at the heart of what we do.

Team

to succeed as a team, collaborating with colleagues and partners.

Ambition

to drive things forward with ambition, creativity and confidence.

Respect

to value and respect our colleagues, partners and customers.

Our Council

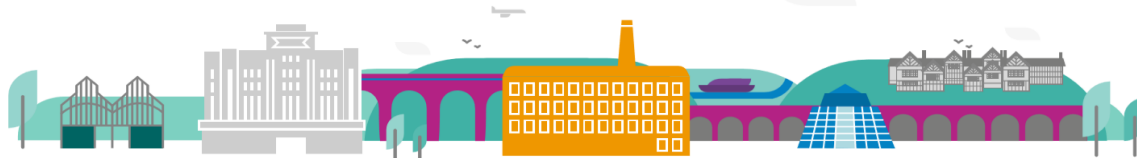
Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>



About the Job

Role:

Early Help Advisor

Service Area:

MASSH

Directorate:

Services to People - Childrens

Salary Grade:

SO1

Main Purpose of the Job:

The role of an early help advisor will provide a single point of access for early help, SEND and CAMHS services. The role involves

Triage Early Help, SEND and CAMHS referrals recieved by the MASSH in conjunction with CAMHS mental health practitioner

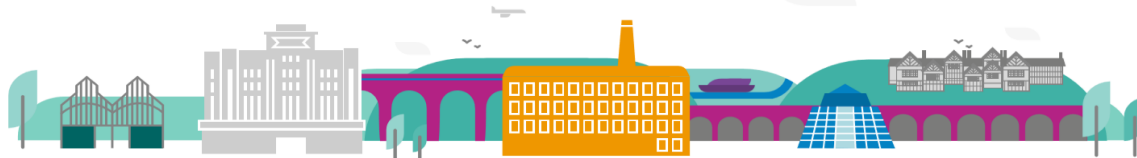
Providing advice and guidance to parents and professionals in respect of the delivery of Local Authority Early Help and SEND offers

To promote high standards of professional practice for Early Help Assessment through the provision of consultation, advice and training

To work in collaboration with staff from a variety of agencies to promote a shared understanding of Early Help Assessment and Early Help Offer

Key Responsibilities

- Triage via telephone Early Help, SEND and CAMHS referrals recieved by the MASSH and record the information accurately and in the appropriate format
- Speak with parents/carers (and children where appropriate) and professionals on the phone and gather information to assess how best to meet the support needs of a child/children and their family
- Provide advice and information and signposting related to Early Help, SEND and Emotional wellbeing services in Stockport. Make referrals to appropriate services as needed



- Offer consultation to practitioners who require support and advice about Stockport's early help and special educational needs and disability (SEND) offer.
- Ensure that appropriate actions are taken during course of the triage if safeguarding concerns arise during the course of triage.
- Assist in the effective delivery of Stockport's Early Help Hub working in collaboration with partner agencies.
- Support agencies to use the early help assessment effectively, including the delivery of training.
- To promote the use of the Early help assessments as a holistic family assessment across Stockport Family and a range of partner agencies
- To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

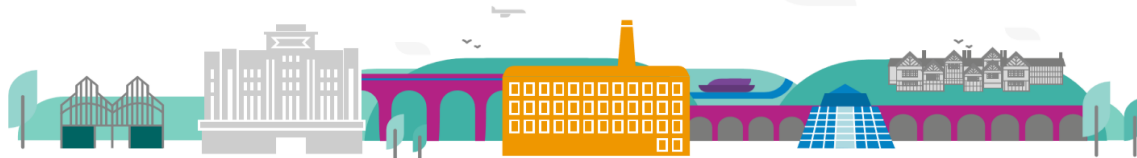
Additional Information

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide



whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

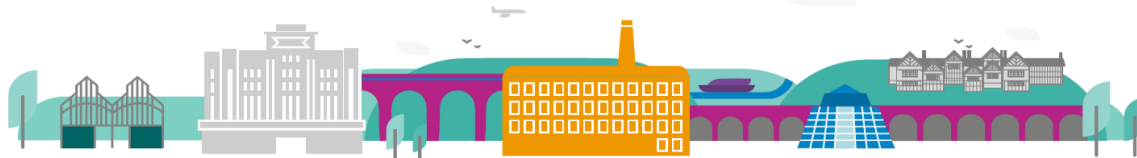
To work to the Council's values and behaviours by:

- Keeping the people of **Stockport** at the heart of what we do
- Succeeding as a **team**, collaborating with colleagues and partners
- Driving things forward with **ambition**, creativity and confidence.

Showing value and **respect** to our colleagues, partners and customers.

You will

- Have experience of Working directly with children, families and vulnerable groups
- Have the skills to Communicate effectively on the phone to gather information from parents and professionals to enable the assessment of child's needs.
- You will have an understanding of safeguarding processes and the ability to identify risk and be able to respond appropriately should this arise
- Have experience of Multi agency agency working in conjunction with partner agencies
- Have experience of completing Early Help Assessments (previously CAF) or similar assessment tools
- Have experience of chairing multi-agency meetings
- Experience of delivering and or planning training
- Knowledge and understanding of relevant legislation, policy and guidance
- Knowledge of child and adolescent development and the impact of adversity on developmental progress, health and wellbeing.
- Knowledge and understanding of Stockport Safeguarding Children's Board policies and procedures
- Knowledge and Understanding of the Stockport Council's SEND offer



- Ability to work independently and as part of a team using own initiative, supporting others where appropriate and understanding when to seek advice from managers
- High level of communication skills, including active listening, verbal and written skills.
- Ability to plan, manage, evaluate and continuously improve one's own work to ensure it's effectiveness and relevance.
- Demonstrable skills/ability in prioritising, organising and managing own workload
- Experience of using children services Liquid Logic (or similar) computer
- NVQ level 4 or equivalent or demonstrable willingness to work towards this level of qualification
- Positive and commitment to training, supervision and personal development

Understands and actively supports Stockport Councils diversity and equality policy.

To meet Stockport Council's standard of attendance.

A willingness to be flexible in a changing environment

The ability to converse at ease with service users/customers and provide advice in accurate spoken English.