



POSITIVE STEPS

SUPPORT | CHALLENGE | CHANGE

JOB DESCRIPTION: Engagement Worker – Early Intervention and Prevention

Job Title: Engagement Worker – Early Intervention and Prevention
Location: Hybrid
Team/Directorate: Families and Communities
Responsible To: Operational Managers - EIP
Responsible For: N/A
Salary Band: PS03

JOB PURPOSE

- To provide support to children, families and adults to prevent escalation to intensive support services.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Provide keyworker support and manage a caseload of children, families and adults, delivering holistic support to address a wide range of needs
- Conduct holistic assessments and provide support to children, families and adults in line with relevant legislation, quality standards and best practice to safeguard the service
- Undertake accurate, timely recording using digital caseload management systems to meet contract requirements
- Maintain relationships with other professionals to improve outcomes for children, families and adults
- Apply co-production principles in your work to ensure that the user's voice is represented
- Apply the consistent application of all relevant policies and procedures including safeguarding, health & safety and equality & diversity to ensure a compliant service
- Undertake any other duties to meet service and organisational objectives following consultation with your manager

Key Relationships – Internal & External

- External – EIP partnership organisations
- Internal – Staff and Volunteers

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Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and specific training		
Experience	<ul style="list-style-type: none"> • Demonstrable experience of supporting children, families and/or adults with a range of needs using different interventions • Demonstrable experience of planning, monitoring and evaluating your own work • Demonstrable experience of multi-agency working • Demonstrable success in promoting diversity 	
Knowledge	<ul style="list-style-type: none"> • Awareness of the issues affecting children, families and adults and their impact • Awareness of safeguarding legislation and guidance, and the boundaries of professional relationships. • Understanding of Health & Safety legal requirements and best practice 	
Skills	<ul style="list-style-type: none"> • Developed skills in engaging, supporting and motivating children, families and adults • Primary communication skills • Primary skills in problem solving 	

	<ul style="list-style-type: none"> • Primary skills in assessment of needs and in developing person-centred action plans • Primary skills in Microsoft Office and database systems • Basic skills in literacy and numeracy 	
Personal attributes	<ul style="list-style-type: none"> • Sound judgement and awareness of political sensitivities. • Sound professional and tactical judgement and the ability to establish priorities and principles. • Resilient and able to work independently as required • Commitment to Positive Steps vision and values 	
Additional requirements	<ul style="list-style-type: none"> • Prepared to work flexibly to meet the needs of customers and the organisation including travelling throughout the borough • Occasional evening and weekend working required • Enhanced DBS required 	

