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| <b>POST TITLE</b>      | <b>Early Help Advisor (AA3594)</b>  |                  |
| <b>EVALUATION</b>      | 607 points  | <b>Grade:</b> N9 |
| <b>RESPONSIBLE TO</b>  | Coordinator, Newcastle Families Programme   |                  |
| <b>RESPONSIBLE FOR</b> | N/A   |                  |
| <b>JOB PURPOSE</b>     | To work with universal services and other agencies currently involved with families with additional need to ensure that there is an effective Team around the Family to address the agreed needs of the family to support the assessment and development of multi-agency plan and to ensure goals are achieved and to ensure successful inter-agency working. |                  |

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To identify the most appropriate response to families identified as having additional needs and liaising with relevant agencies to ensure that there is a robust plan that will support the achievement of the outcomes of the Newcastle Family Outcome Plan
2. To contribute to the delivery of the Newcastle Families Outcome Plan including work within the Early Help Assessment and Plan Framework and Key Working across all partner agencies in Newcastle, including Childrens and Adults Services to support a whole family working approach.
3. To provide advice, support and challenge, particularly those in universal services to a range of practitioners and service managers from partner agencies in undertaking an integrated working approach to families with complex needs.
4. To provide solution focussed case consultancy on complex cases on tiers 2 and 3 including those where there is a professional dispute or where cases are failing to progress, using appropriate methods to resolve issues. This will include: home visits and direct work with children and families and initiation of TAFs where appropriate, Signs of Safety consultations, facilitating information sharing between agencies to support whole family work identifying where family Support and other services are required.

5. To contribute to the strategic planning, development and implementation of multiagency policies and procedures relating to integrated working and the delivery of the Newcastle Families Outcome Plan.
6. To provide a quality assurance and performance management role in monitoring the effectiveness of the plan in delivering improved outcomes.
7. To contribute to the continued development and embedding of skills and capacity of practitioners and managers in universal services to deliver effective frontline delivery of integrated services for families with complex needs.
8. To ensure children and young people, parents and carers are effectively engaged in Teams Around the Family.
9. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.