



OFFICE OF THE POLICE, FIRE & CRIME COMMISSIONER

JOB DESCRIPTION

JOB TITLE:	Early Intervention and ACE Support Officer
SCALE:	SO1
SUPERVISION AND CONTROL:	Reports to OPFCC Senior Early Intervention and ACE Support Officer
PLACE OF WORK:	Home based
HOURS OF WORK:	37

PURPOSE OF THE JOB:

The purpose of this role is to lead responses to early emerging need to improve outcomes for children, young people and their families reducing first time entrance into criminal justice and achieve long term cost savings by reducing demand to the Police and other agencies.

To draw on the principles of integrated working and signs of safety to work creatively with partner agencies to establish and deliver effective support for children, young people and families in line with the stated objectives of the Prevention Strategy and 'Early Help' principles.

To provide initial direct support where required and offer support and training for professionals.

MAIN RESPONSIBILITIES:

1. Manage/direct interventions for a caseload of families presenting with additional needs and ACE (Adverse Childhood Experience) factors at Tier 2 and requiring integrated support from agencies.
2. Provide initial early intervention to reduce harm and the impact of ACE (Adverse Childhood Experience) factors by identifying needs and addressing immediate issues, for example behaviour management techniques, practical household and parenting support, interfamilial conflict and school attendance.
3. To work with families and partners to support the completion of Early Help Assessments and the identification of support needs.
4. To work with partners in the statutory and third sectors to support families to resolve identified issues and resolve challenging situations, for example return to education, reduce offending/Anti-Social Behaviour, reduce impact of parental conflict, domestic abuse, alcohol and substance misuse.
5. To ensure robust case management is in place to demonstrate interventions and outcomes and to manage risk, record interventions and enable agencies to be assured that risk is managed.
6. To ensure that outcomes for children and families are recorded and progress and outcomes demonstrated using the outcomes star.
7. Use negotiating and influencing skills to identify and enable different agencies to undertake lead agency responsibilities to support families as appropriate.
8. To have a clear understanding of commissioned services and ensure that these are targeted appropriately to address the needs of families.
9. To work closely with partner agencies across the county and access community based support for families.
10. To establish and maintain effective working relationships with commissioned, statutory and voluntary agencies to ensure a high standard of service and support to families.

11. To ensure that monitoring and statistical information in relation to the Tier 2/ ACE cohort is maintained accurately to enhance business intelligence, demonstrate the effectiveness of early intervention and positive outcomes for families.
12. To work within established procedures for monitoring information, assessment, information sharing, confidentiality, safeguarding and health and safety, undertaking risk assessments where appropriate.
13. Demonstrate awareness/understanding of diversity and equality in relation to service delivery and development, as other people's behavioural, physical, social and welfare needs.
14. Ensure that reasonable care is taken at all times for the health, safety and welfare of you and other persons, and to comply with the policies and procedures relating to health and safety within the department.
15. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working it may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will be also required to carry out such other duties as may be determined from time to time to be within the general scope of the post and in response to the operational needs of the Force and in terms of pre-planned activity to respond to the operational needs of the Commission and the Police Force. (This role will be reviewed 6 months after implementation, in line with performance management and operational requirements.)

CONDITIONS OF SERVICE:

The appointment will be full time and subject to the conditions of service of the Police Support Staff Council.

Requests for flexibility of working will be considered.

The annual leave entitlement is 24 working days with an additional 5 days after 5 years continuous service.

PERSON SPECIFICATION

ROLE SPECIFIC ESSENTIAL CRITERIA

1. This post requires satisfactory clearance of a criminal records bureau disclosure and police vetting.
2. A relevant professional qualification in Social Care, Education, Health, Youth Work, Careers Guidance etc. eg. DipSW, BEd, Registered Nurse, or NVQ Level 4 equivalent gained in a setting associated with children or young people and families or substantial professional experience of working with children, young people vulnerable adults and their families particularly around the complexity of domestic abuse and managing the risk this presents.
3. A sound career history and experience of working with families and children with multiple problems and with families who find it difficult to engage with services.
4. A good knowledge of preventative working with proven expertise in managing situations where parental conflict and domestic abuse is an issue.
5. An ability to track progress of interventions, plus monitor and understand the impact of interventions.
6. Prepared to work flexibly and advocate on behalf of families, children, young people and vulnerable adults.
7. Experience of working with different case management systems and possess good IT skills.
8. Excellent interpersonal, negotiating and influencing skills and effective communication with a range of professionals at middle to senior management level to effect change on agency outcomes.
9. Ability to work in an open and challenging way with partners and stakeholders and able to convey respect for others
10. Able to work as part of a team
11. Able to assess situations with clarity and sensitivity – act professionally in and around crisis situations

12. Able to travel effectively in the locality
13. Able to contribute to effective partnerships and structures to produce evidenced improvements in outcomes for children, young people and families
14. Fully aware of best practice in the promotion of the involvement of children, young people and parents in making decisions that relate to services provided to them
15. Excellent analytical communication, problem solving, report writing and presentational skills
16. Excellent time management and organisational skills including the ability to meet strict deadlines
17. Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs

DESIRABLE CRITERIA

Qualified in evidence based behaviour programmes with families, vulnerable young people and adults

Plan, design and deliver evidence based interventions in a group context

Training in solution focussed and strengths based approaches

Demonstrate skills in working in an outcome focussed way