

Job Definition

Job Title: Keyworker

Reports to: Keyworker Service Lead

Responsible for: Children, Young People & Families

Job Purpose

To be a designated Keyworker for children and young people with a learning disability and/or children and young people who are Autistic

The Keyworker is part of the NHS long term plan to support with a joined up working and consistent approach for each child and young person, with the aim to help to reduce children and young people in crisis and to prevent admission or re-admission to hospital.

The Key working service will aim to ensure that children, young people and their families get the help they need to navigate complex systems and are supported by someone that they have built a trusting rapport with.

Key working will support children and young people in transition between services and through key stages in their lives and provide a single point of support to help make the connections between children; young people; families; carers and the array of services & support available.

Key working will be providing direct input with children, young people and their families in a range of settings: in their homes, in the community, and in liaison with their short breaks setting, their school and mental health services.

Working closely with children, young people and families to improve their quality of life, building confidence, independence, skills and knowledge and to support them through their lived experience, so that they feel safe, happy, listened to, informed and involved in their plans, care, and support and that they are positive about the future.

Key Responsibilities

1. Each keyworker will have up to a maximum of 10 children and young people caseloads.
2. To co-ordinate, co-produce, signpost and navigate the families to other teams and services through education, Health and Social care to ensure they are working together and providing the quality support to each child and young person.
3. To be passionate, committed, enthusiastic and to have the desire to do their best, by providing quality support in accordance with legislation, regulatory standards and contractual requirements.
4. To advocate for children and young people and their families and the ability to challenge others, safeguarding, problem solve, support with solutions and that they are supported to be recognised, validated and empowered to live the lives they want.

5. Seek to resolve any barriers or gaps and be committed to challenge and hold provision of care, systems and services to account as necessary and instigate escalation processes when required through agreed channels and governance arrangements.
6. Continue to work with CYP and their families in the event of an admission, to ensure that the CYP and families views are represented, and a timely discharge is planned unblocking where possible any barriers to discharge.
7. To work closely with children, young people and families to improve their quality of life, building confidence, independence, skills and knowledge and to support children, young people and families in planning for adulthood.
8. To build resilience with children; young people; families and services by connecting with training; prevention & self-help approaches. Identify, guide and refer to other services where needed i.e. short break provision, forums, groups etc
9. To ensure a child-centred and a whole family approach, to support to meet their needs, aspirations and outcomes for the children and young people and that we can evidence this.
10. To identify with the family the most important areas where they would benefit from additional support and work with them intensively to enable positive change, any concerns, gaps in services are escalated and acted on, reduce risks, and achieve the agreed target outcomes.
11. To support children, young people, and families to understand the processes, systems, services and resources that they can access through education, Health and Social care and in the community.
12. To support Children and Young People and their families at, and be actively involved in, multi-agency meetings e.g. Care Education and Treatment reviews (CETR's), Care Programme Approach (CPA) Meetings, Mental Health Act (MHA) Tribunals, Child in Need and other Multi agency meetings if applicable, demonstrating a high level of professional practice.
13. To support with a smooth transition and discharge plan for Children and young people coming out of in-patient settings.
14. To support children, young people and families to access direct payments and support them to work with partners in the area of Integrated Personal Budgets / Personal Health Budgets to develop creative solutions to individual needs.

Person Specification

Education & qualifications

Ability and willingness to undertake National Key working standards training and a full range of learning and development as required

Committed to continuous professional development

Knowledge

Knowledge of working with Children and Young people with learning disability and/or children and young people who are Autistic and complex social, emotional and mental health needs and behaviours that challenge.

Knowledge of the challenges experienced by Parents of Children and Young People with Special Educational Needs and Disability (SEND) and children and young people who are Autistic

Strong knowledge and experience of Health and Social care and Education System

An understanding of effective multi-agency working

Knowledge of positive behaviour support theory and practice

Knowledge and experience of using person centred planning approaches

IT literate

Knowledge of trauma informed approaches

Comprehensive knowledge of safeguarding Children

Comprehensive knowledge of the Mental Capacity Act

Strong understanding of children and young people's mental health and human rights

Experience

Experience of working with children and Young people with learning disability and/or children and young people who are Autistic and complex social, emotional and mental health needs and behaviours that challenge.

Experience of working with children and young people or adults who have experienced mental health struggles.

Experience of multi-agency working and working alongside other professionals
Experience of working within a multi-agency context with ability to maintain good working relationships, set and maintain professional boundaries, and able to challenge colleagues and partners when necessary.

Experience of developing positive behaviour support plans and risk assessments

Experience of using person centred practices to work with an individual and their circle of support

Experience of analysing data and producing high quality reports

Skills / Abilities

Ability to develop positive and professional relationships with a range of stakeholders

Ability to work alongside colleagues in a range of settings, confidence to challenge, provide guidance and role modelling

Demonstrate high level of influencing and negotiation skills and ability to track progress of interventions, evaluate outcomes and assess impact.

An ability to empower parents and to work in a co-production style

Ability to present self in a professional manner in a variety of settings.

Ability to produce high quality reports and records

Ability to use outcome monitoring tools

Ability to contribute to the assessment process of family needs and work with families and agencies to form a comprehensive plan of action

Ability to problem solve and work in a solution focused way

Ability to manage own workload and prioritise effectively, meeting relevant deadlines, with good recording skills and ability to keep accurate records

Ability to get the right balance of support to not overwhelm and impact on the child and young person family time.

Ability to reflect on own practice, undertake training, advice, and constructive feedback.

Other

Available to work flexible hours as required

Hold a current full driving licence and use of a car that is insured for business purposes.

Able to demonstrate flexibility in working hours to meet the demands of the service and work in family homes where necessary. Some evening and weekend working may be required

Available to participate in an on-call rota for clinical advice as required

Appointment is subject to an enhanced Disclosure & Barring Service Check & eligibility to work in the UK