

## Job Profile Information: Integrated Team Manager- 0-5 Service

This supplementary information for *Integrated Team Manager 0-5 service* is for guidance and must be used in conjunction with the Job Capsule for Job Zone 4. Level 2.

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

### Role Purpose:

From April 2017, the Camden Health Visiting and Family Support Services will form an integrated service for the delivery of both universal and targeted support and care to families with children aged 0-5 in Camden.

The post holder will:-

Manage the effective operational delivery of universal and targeted services for families with children 0-5 in a designated locality by managing an integrated team of health visitors, family support workers and skill mix. The team will provide universal screening through child development reviews undertaking the key role of identifying families where targeted support is needed and then providing the necessary support through the deployment of an appropriate practitioner to meet identified needs or referral on to more specialist services where necessary. The team manager will ensure that all staff within the team have access to regular and appropriate supervision.

### Example outcomes or objectives that this role will deliver:

The role will deliver:

- High coverage of universal service elements in line with service expectations.
- Effective identification of those children needing targeted support and the effective deployment of early help when necessary.
- Timely and appropriate referral of children in need of safeguarding.
- Effective collection of all relevant data required to report on key performance measures for the service including, but not exclusively, all applicable statutory data reporting, eg Health Visiting metrics.
- Compliance with all relevant national registration requirements for team members, eg, NMC
- High aspiration for the families of Camden.

## **People Management Responsibilities:**

- Lead and manage a designated team of Health Visitors, skill mix and Family Support Workers, providing line-management and co-ordinating the work of the team.
- Identify training needs within the team and facilitating appropriate training and professional development.
- Ensure that all staff within the locality team have access to regular clinical or practice supervision from an appropriate senior staff member or clinical forum and identifying and addressing performance management issues.
- Actively facilitate the development of close professional relationships with GP's, social workers and other professionals, through instigating and maintaining regular contact and by attending relevant meetings on behalf of the team as appropriate.
- Work as the interface between the team and statutory and voluntary organisations, to facilitate cohesive approaches to meeting the diverse needs of people in Camden, keeping abreast of changes in practice arising from key national policy for children's services and relevant research.
- Ensure that the all work, both universal and targeted, is allocated appropriately and within the agreed timescales and that assessment processes are thorough and managed effectively according to agreed policy and procedure.
- Effectively manage the case work held within the team, including implementation of agreed management tools (eg. case file audit, referral & allocation database)
- Take a proactive role in working with Safeguarding and Social Care colleagues to support effective joint working and information-sharing to support the most vulnerable children and their families, adhering to London Child Protection procedures.
- Ensure that good practice in integrated working is implemented to support the effective coordination of services for children and their families, including through the Lead Professional framework, the TAC process and use of e-CAF.
- Provide information on, facilitate access to and promote high uptake of the Healthy Child and childhood vaccination programmes for children under 5.

## **Relationships;**

- Actively involve parents-to-be, parents and carers in the planning and development process of services for 0-5's in Camden.

- Identify potential/actual areas of concern within the services and work with Senior Managers in CNWL and London Borough of Camden and other team leaders to suggest and manage improvements
- Represent and promote integrated services for 0-5's in Camden by working as a member of working parties and practice development groups within the Council and / or Trust and in partnership with other agencies as required.
- Lead the recruitment and selection of staff for the team and participate in induction and orientation programmes.
- Monitor and, where necessary, improve access to services by ensuring that service provision and delivery is culturally appropriate for the targeted client group.
- Work with colleagues to develop a culture of continuous improvement for the integrated service with agreed success criteria and monitor the performance of the locality against performance measures and develop strategies to improve performance where necessary.
- Maintain efficient and effective, verbal and written communication with clients, their relatives, colleagues and external stakeholders.
- Ensure that accurate and contemporaneous records are kept of all clinical interventions, multi-agency liaison and supervisory activity with staff.
- Ensure compliance with current data collation and protection systems, provide written reports as requested and complete statistical returns in accordance with Council and Trust policy requirements.

### **Work Environment:**

The role will be based in one of 4 localities in Camden..

There will be a requirement to travel across the borough and beyond to fulfil the requirements of the role.

### **Technical Knowledge and Experience:**

The post holder will have a professional qualification as a health visitor or social worker or equivalent skills.

The post holder will have:

- Comprehensive experience of leading and managing teams, preferably in a multi-agency environment, and implementing significant change programmes.
- Experience of working with complex families, undertaking assessments, developing SMART plans, supporting families to change behaviour, and monitoring progress
- Knowledge of effective case recording and of auditing case files to ensure high quality record keeping
- Thorough understanding of information sharing requirements both within and outside the integrated service.
- Thorough knowledge and understanding of safeguarding policy, legislation and best practice guidance.
- Knowledge of SEN and disability services provided for children under 5 and their families

### **Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Find better ways

•Work as one team

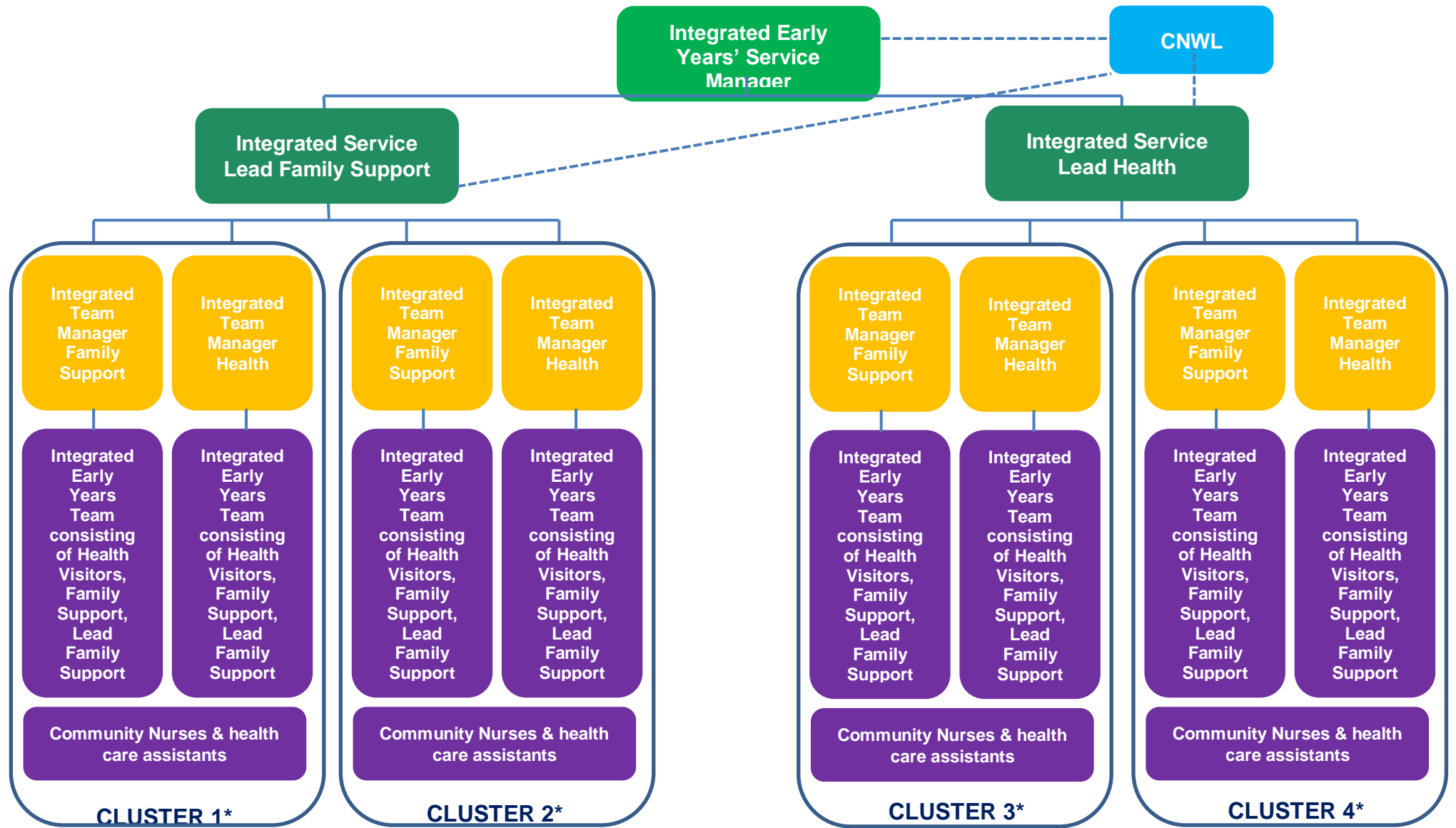
•Take personal responsibility

•Take pride in getting it right

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

**Chart Structure**  
**Structure of the Integrated Early Years Service**



\*Clusters are across 4 localities including Kings Cross/Euston; Kentish Town West; Kentish Town East; & Kilburn. An expression of interest process will determine which staff