

Job Profile Keyworker

Job Title: Keyworker

Job Grade: Level 3 Zone 1

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

About the role

The postholder will work within the MOSAIC Integrated Service for Children with Disabilities alongside Health colleagues, taking referrals from them to support disabled children and their families during and after assessment by health professionals when additional needs are identified and appropriate health interventions and support is put in place.

They will be responsible for an allocated caseload of disabled children aged between 0-18 years with complex health, educational and social care needs. They will support the provision of holistic care and support to meet the individual requirements and aspirations of disabled children and their families, ensuring the coordinated delivery of a planned package of services. To provide information about resources and services including short breaks to families and sign post them to appropriate provision as outlined in the core offer/ Local Offer website.

Example outcomes or objectives that this role will deliver:

- 1. To act as Keyworker and lead professional for a caseload of disabled children with complex needs and their families. To facilitate a co-ordinated team around the child approach for those families ensuring that there is an appropriate support plan in place to meet the child's educational, health and social care needs.**
- 2. To organise regular team around the child meetings on allocated cases.**
- 3. To act as the main point of contact for parents/carers and strengthen links with health professionals as the designated Keyworker.**
- 4. To provide advice to families about services and benefits available to them and assist them in making claims for benefits referring to the Specialist Welfare Rights Adviser and the Children's Information Service where necessary.**

- 5. To support and encourage families to take part in the decision-making process enabling families to become as independent as possible in meeting the needs of their disabled child.**
- 6. To work in collaboration with staff in statutory and/ or voluntary agencies.**
- 7. To promote awareness of the range of services on offer for disabled children, young people and their families.**
- 8. To act in the role of assessment coordinator to support the implementation of Education, Health & Care plans.**
- 9. To undertake assessments of disabled children in their homes, as part of multi-disciplinary assessments and review.**
- 10. To promote multi-disciplinary working and contribute to the development of integrated service delivery for disabled children and assist colleagues who are non-designated keyworkers.**
- 11. To help ensure that services offered by the team meet the needs of the multi-racial and cultural community in the Borough. To ensure that these services meet the needs of disabled children, young people, adults and their families.**
- 12. To maintain case files, records of consultations, contemporaneous notes of visits, interviews and telephone conversations, to complete appropriate forms and documents, reviews and correspondence according to Departmental Codes of Practice.**

Note: All Camden employees are expected to be flexible in undertaking the duties and responsibilities attached to their post

About you

- Good working knowledge of the pressures faced by families with children living in socially deprived neighbourhoods, the issues faced by/needs of disadvantaged families with children including discrimination and in particular the issues faced and needs of disabled children and their families**
- Experience of working with children with disabilities and of providing support to disabled children and their families in multi-cultural communities**
- Good Knowledge of the legislative framework relating to children particularly the Children Act 1989 and the Children and Families Act 2014 and the SEND framework.**
- Knowledge of the factors affecting family and child outcomes e.g. attachment, play and learning, resilience, emotional well-being, transitions, parenting capacity, parental health, poverty, alcohol and substance misuse and domestic abuse**
- Experience of undertaking assessments of individual needs and/or risk; of designing and implementing care/transition plans; of monitoring and reviewing such plans over a period of time**

- Educated to minimum Level 4 qualification in Social Care, Health or Education or equivalent
- Ability to build and maintain effective working relationships at all levels internally and externally in order to achieve set objectives
- Collaborative approach demonstrating mutual trust and support, within the council and with partners facilitating integrated working with a wide range of professionals including Health, Social Care and Education
- Ability to take responsibility for own work consistently achieving and delivering to time, and quality despite tight timescales and conflicting priorities.
- Proficient in using Microsoft Office Packages and IT systems
- Excellent written and verbal communication skills
- Demonstrate resourcefulness, innovation, and creativity and be open to ideas and challenge and committed to individual learning and development
- Ability to identify and respond to risk to support the safeguarding and protection of children, young people and adults
- Able to establish positive and effective working relationships with children, young people and families to ascertain their wishes and engage them in decision making processes
- Experience of delivering evidence based parenting programmes/ behaviour interventions (desirable)

Work Environment:

The post is based at MOSAIC, Kentish Town Health Centre, Kentish Town, NW5 2BX. However, Keyworkers will be required to meet families in their homes and other community based venues in the Borough of Camden.

People Management Responsibilities:

N/A

Relationships:

Partnership, integration, communication and multi-agency working are vital to improving outcomes. Engagement with the whole family is an important component of this role. The post-holder is accountable for their contribution to multi-agency assessment, planning and intervention. Partner's and relationships include:

- MOSAIC (Integrated Service for Disabled Children)
- Children's Services Social Work, including CYPDS & MASH
- Children's Centres & Schools
- Voluntary & Community Sector Organisations
- Educational Psychology Service
- Camden Inclusive Intervention Team
- Paediatric health services
- Children and adult sensory impairment services
- Provider services (statutory, private and third sector)

- **Health Services including health visiting, mental health and tertiary providers**
- **Education & Childcare settings**

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,