

**Keyworker Collaborative  
Cambridgeshire & Peterborough  
JOB DESCRIPTION**

<b>Job Title:</b> Keyworker
<b>Salary:</b> 27,616 Per Annum
<b>Contracted Hours:</b> 35
<b>Department:</b> Cambridgeshire & Peterborough Keyworker Collaborative
<b>Responsible to:</b> Head of Development and Operations
<b>Location:</b> Cambridgeshire/Peterborough (Travel may be required out of area due to hospital placement, out of area schools & residential placements).
<b>Employer:</b> Circles Network
<b>Responsible for:</b> <ul style="list-style-type: none"><li>• Delivery of Keyworker role in the Cambridgeshire &amp; Peterborough locality.</li><li>• Collect up to date information for the Dynamic Support Register.</li><li>• Provide information to fulfil duty to report Locally, Regionally and Nationally.</li></ul>

**Job Role Summary:**

The Keyworker function has been developed as a response to the NHSE/I Long Term Plan commitment that by 2023/24, children and young adults up to age 25, with a learning disability, autism, or both, with the most complex needs, will have a designated Keyworker. Cambridgeshire & Peterborough Integrated Care Board (C&P ICB) was successful in securing funding to develop a Keyworker Service across the Cambridgeshire and Peterborough footprint, working closely with NHSE/I as an early adopter site.

## The post holder will:

Deliver and champion support Keyworker function including;



- Work directly and indirectly with/ or on behalf of children and young adults (up to the age of 25) who have been accepted and placed on Dynamic support register in accordance with Dynamic support register and Care (Education) and Treatment Review policy and guide January 2023.  
[NHS England » Dynamic support register and Care \(Education\) and Treatment Review policy and guide](#)
- Work in collaboration with local partner systems creating a culture that prioritises keeping children and young adults within the home and local community by building on existing relationships with staff from statutory and non-statutory organisations.
- Have an insight and understanding of the wider system and commissioning governance in the local area.
- Escalate issues through identified processes.
- Ensure positive and transparent interactions - to identify and work together to mitigate the risk levels experienced by the children and young adults up to the age of 25 on the Dynamic Support Register.

## Planning and Organisational Responsibilities

- Calendar management skills, including prioritising own workload, balancing the needs of children and young adults and their families with other priorities under guidance of supervisor.
- Attending appropriate meetings and where necessary, supporting the child or young person or young adult and family to navigate the wider system.

## Physical Skills

- To be able to travel to meetings locally and nationally as part of Keyworker Function as required.
- Competent keyboard skills for the accurate recording of children and young adults' information.
- Maintain and implement appropriate training and knowledge required for the role.
- To handle assigned electrical equipment in a safe and effective manner.

### **Responsibilities for those we support**

- Ensure a person centred and Trauma Informed Approach to achieve positive outcomes.
- Ability to work with the children and young adults to co-create a plan which is meaningful to them.
- Communicate effectively with children and young adults, taking into consideration their cognitive developmental level, behavioural/emotional state, speech/language difficulties or psychiatric presentation. This may often require the use of more creative methods of communication including easy read, drawing, signs etc.
- Actively participate in Care, Education and Treatment Reviews (CETR), Care Treatment Reviews (CTR) and multiagency meetings and ensure that actions from CETR/CTRs are implemented and updates for the DSR are recorded.
- Maintain clear and accurate records in accordance with our information governance.
- Track/monitor children and young adult's progress to gauge ongoing support requirements, address any challenges and measure outcomes.
- Understand when, what and where to escalate.
- Champion and reinforce adherence to the requirements of key mental health legislation, for example the Mental Capacity Act 2005 and Mental Health Act 1983.
- Deliver support using person centred and trauma informed practices. Support with crisis management planning with both the child or young adult, and their families to mitigate risks and achieve positive outcomes.

### **Responsibilities for team members of the Collaborative**

- Participate actively in your own supervision utilising reflective practice to recognise personal strengths and opportunities to learn and inform the service.
- Contribute to and deliver presentations or workshops to members of the collaborative and wider collaborative partners locally, regionally and nationally.
- Participate in staff appraisals.
- Plan and prioritise own workload.
- Maintain and develop professional knowledge, to demonstrate competence in accordance with Keyworker function. Share learning with wider team to promote collaborative learning.

### **Responsibilities for Policy**

- Knowledge of relevant employer policies and procedures e.g., Fire, Health & Safety, Data Protection/Security of Information.
- Capture the learning of delivering the key working functions within the role and assist the team in regularly developing, co-designing, and delivering presentations within the quarterly meetings and annual planning.
- Engage with multiagency partners to promote the awareness of the shared responsibility with the Integrated Care System (ICS) of the Keyworker function and maintenance of the Dynamic Support Register (DSR)

## Responsibilities for Information Resources

- Ensure all documentation and data collection is accurately completed in line with systemwide policies and GDPR.
- To effectively and appropriately maintain children and young adult's records in line with Standard Operating Procedures and processes.

## Responsibilities for Research and Quality Assurance

- Understand how research and audit can benefit practice and be willing to engage in this process.
- You may be required to take part in evaluation of the service locally, regionally, and nationally.
- Expectation to enrol on training opportunities within the collaborative to maintain high levels of expertise in line with role and function.

## Standard Practices

- Confidentiality: Confidentiality/data protection regarding all personal information and Trust activity must be always maintained (both in and out of working hours) in accordance with professional codes of conduct and relevant legislation such as the Data Protection Act 2018.
- Equal Opportunities: Promote the concepts of equality of opportunity diversity.
- Health and Safety: Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, paying due regard to health and safety in the workplace and management of risk to maintain a safe working environment for all.
- Infection Prevention and Control: Employees must be aware of their responsibility to themselves and others against the risks of acquiring health care associated infections, in accordance with the employer policy.
- Professional standards and performance review: Employees must maintain consistent high professional standards and act in accordance with the code of conduct. Employees are expected to participate in performance review processes.
- Service Standards: support the development of performance standards within The Keyworker Collaborative to ensure the service is responsive and meeting of the needs of the children, young people and young adults and their support network.
- Finance: All staff will comply with financial processes and procedures.
- Safeguarding Children: Employees must be aware of the responsibilities placed on them under the Children Act 1989, 2004.
- Will have a knowledge of adult legislation including Care act 2014, Mental health act 2005, any other relevant legislation to enable rights to be upheld and work in accordance with law.

## Summary

This job description is an outline of the key tasks and responsibilities of the post, and the post holder may be required to undertake additional duties appropriate to the pay band. The post may change over time to reflect the developing needs of the service, as well as the personal development needs of the post holder.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment of this post will be conditional upon the receipt of a satisfactory response to the check of police records via Disclosure and Barring Service (DBS).



## Personal Specification

	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
<b>Qualifications and Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of children and young adults with learning disabilities, autism or both gained through career, education, youth work, health, or social services.</li> <li>• Proven experience working within a similar role.</li>   <li>• Understanding of a range of work procedures and practices, which require expertise within a specialism or discipline underpinned by theoretical knowledge of relevant practical experience.</li>   <li style="text-align: center;"><b>The post holder will have a proven understanding of:</b></li>   <li>• The education, health, and care system to enable the key working function of holding services to account.</li> <li>• An excellent understanding of the difficulties and inequality experienced by learning disabled and/or autistic children and young people.</li> <li>• Knowledge of strategies and resources that will support learning disabled and/or autistic children and young people with complex communication difficulties.</li> <li>• An understanding of issues faced by those with identified protected characteristics as defined in the Equality Act and be able to adapt support to be inclusive of needs.</li>   <li>• An understanding of the role adults plays in supporting learning disabled and/or autistic children and young</li> </ul>	<ul style="list-style-type: none"> <li>• Lived Experience specific to learning disabilities, autism or both with children and/or young adults.</li> <li>• Professional qualification equivalent to degree level in a relevant subject.</li> <li>• Proven experience working within a similar role.</li> </ul>	<p>Application form / Interview / Assessment</p>

	<p>people with complex needs, mental health conditions and the impact of trauma.</p> <ul style="list-style-type: none"><li>• Working knowledge of legal frameworks that support the 32 Keyworker function including Adults and Children's Mental Health Act 1983, Human Rights Act 1998, Children and families act 2014 and Care act 2014.</li><li>• An understanding of lived experiences of parents of children and young adults with special educational needs and disability (SEND) and autism.</li><li>• An understanding of safeguarding both children and adults including local reporting process.</li><li>• Understanding of person centred approaches including ability to recognise impact of trauma and adjust working practice to ensure approach is trauma informed.</li></ul>		
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<p><b>Experience</b></p>	<p><b>Experience of:</b></p> <ul style="list-style-type: none"> <li>• Working with children/young adults and their families with autism, learning disabilities or both and complex communication and behavioural issues.</li> <li>• Experience of liaising with multi- disciplinary professionals and working across agencies.</li> <li>• Good understanding and ability to produce a comprehensive Risk Assessment.</li> </ul>	<p>Have experience of person centred plans.</p> <ul style="list-style-type: none"> <li>• Understanding of the Care Education and Treatment Review (CETR) and Dynamic Support Register process.</li> </ul>	<p>Application form / Interview / Assessment</p>
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<p style="text-align: center;"><b>Skills and Competencies</b></p>	<p><b>Empathy/Understanding</b> - able to demonstrate an approach that requires an understanding of the needs from the perspective of the child, young adult and family and carers.</p> <p><b>Compassion</b> - to listen and respond to the needs of the child, young adult and their family and carers with understanding and compassion.</p> <p><b>Respect</b> - respects the opinions and beliefs of the child, young adult and their family and carers and works to ensure they are represented, with a commitment to the principles of person-centred personalised care.</p> <p><b>Positive and Solution focussed</b> - has positive, solution focussed approach to ensuring the best outcomes for the child, young adult and their family and carers.</p> <p><b>Commitment</b> - commitment to ensuring the rights of children and young adults with learning disability, autism or both are protected and enforced and that their views and preferences, and those of their families are listened to. Tenacious in the pursuit of the appropriate support and outcomes.</p> <p><b>Collaborative</b> - commitment to joined-up collaborative working.</p> <p><b>Challenge</b> – ability to advocate for the young person and their rights when required. Skilled in developing and maintaining good relationships with children and young adults.</p>		<p style="text-align: center;">Application form / Interview / Assessment</p>
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