

Job Description - IThrive Co-ordinator

Job Title	IThrive Hub Co-ordinator
Salary	£27,000 - £28,000 (dependant on experience)
Length of Contract	Two Year Contract (extension based on funding)
Hours of work	30 hrs per week
Annual Leave allowance	25 days per annum for full time hours
Reporting to	Bolton Together Chief Executive with clinical supervision provided by CAMHS.
Base	Working across member venues with some remote working as agreed with Line Manager.

Job Purpose

To co-ordinate a central referral Hub for the IThrive model of emotional health and well-being support for children and young people. To provide Information, Advice and Guidance to children, young people, and families. To navigate access to the most appropriate service within the Bolton Together emotional health and well-being offer and the wider community and voluntary sector. To support and facilitate a collaborative approach to improving children and young people’s emotional health and well-being.

Main Duties

1. To co-ordinate one referral point for practitioners, families and young people to access Bolton Together’s voluntary sector provision
2. To triage cases and conduct initial screenings and assessments with children and young people, triage and support access to the most appropriate service within the consortium and the community and voluntary sector

3. To co-ordinate access to support that is evidence based, safe, well led, effective, efficient, and responsive
4. To allocate cases via the Lamplight Database
5. To work closely with IThrive providers to discuss cases and support access to their provision
6. To liaise with referrers and multiagency professionals to support access to the right support for the child/young person.
7. To work in partnership with parents/carers to empower them and enable them to support their children
8. To support connectivity and clear communication between voluntary sector partners
9. To develop positive relationships with voluntary sector providers and those referring into the service
10. To support collaborative working with the CAMHS service and the wider health and social care workforce and schools to ensure access to the right service at the right time for children and young people.
11. To review providers waiting lists and support management of reduction of these
12. To identify gaps in provision and raise with the Chief Executive of Bolton Together

Other Key Duties

1. To apply safeguarding and child protection procedures and to report as necessary
2. To facilitate meetings and deliver presentations to support collaboration
3. To line manage The EHWP Practitioner employed by Bolton Together
4. To attend Team Meetings, events and to undertake mandatory training
5. To keep accurate records and collate and analyse data for case management and evidencing of outputs and outcomes via the Lamplight Database
6. To contribute to monitoring and evaluation reports
7. To liaise closely with the Thrive Navigator within CAMHS
8. To work flexibly with some potential evening and weekend work by prior agreement.
9. To perform any other duties commensurate with these responsibilities, the grade of the post and skills and qualifications of the post-holder

Person Specification

	Essential	Desirable
Psychology or other health /youth related undergraduate degree or equivalent experience	E	
Experience of supporting children and young people with their emotional health and well-being in a therapeutic setting	E	
Experience of adopting evidence-based interventions to support children and young people to improve their emotional health and well being	E	
Experience of triaging referrals		D
Experience of working in the community and voluntary sector		D
Ability to work collaboratively with a cross sector health and social care workforce	E	
Ability to triage referrals	E	
Ability to adopt assessment/outcome tools with the child or young person	E	
Ability to develop positive relationships to support children and young people	E	
Excellent verbal and written communication skills	E	
Ability to measure outcomes	E	

Ability to adopt a goal focused, person centred approach	E	
Computer Literate	E	
Accurate record keeper	E	
A flexible approach and strong and clear decision making	E	
Ability to work in a trauma informed way		D
Knowledge of the issues facing children and young people that impact on their emotional health and well being	E	
A knowledge of evidence-based interventions to support with emotional health and well-being	E	
Knowledge of the iThrive Model to support CYP with their mental health		D
Understanding of the importance of the voice of the child/young person	E	
Sound understanding of safeguarding practices	E	
Understanding of collaboration	E	
Understanding of the benefits of community assets to improving emotional health and well-being	E	
Understanding of equal opportunities and equity of access	E	
Knowledge of key referral pathways when supporting young people with their emotional health and well being		D
Understanding of ACEs and Trauma informed practice		D
Understanding of the community and voluntary sector in Bolton		D