

Kent County Council

Job Description: Social Work Assistant

Directorate	Children, Young People and Education
Unit/Section	Children's Social Services
Grade	KR7
Responsible to	Contact Co-ordinator

Purpose of the Job:

Work as part of one of the teams within Specialist Children's Services to support and deliver social work to the children and families that we engage with, in line with statutory requirements, directorate policy and national legislation. This includes informing & assisting Social Workers in completing assessments and care plan recommendations, alongside support work for and with individual young people.

Main duties and responsibilities:

- Engage directly with the children and families we work with to provide discrete, targeted elements of supportive work to achieve identified outcomes as guided by social workers.
- Facilitate, supervise and document contact between children and significant relatives to enable children to get the most from the sessions, whilst supporting and directing the parents as appropriate. Assessments and observations at this session to be used to identify issues and inform recommendations for the care plan and records may be used in court.
- Develop and nurture good working relationships with the families, foster carers and other key professionals that we interact with. Supporting in the arrangement of childminders, nursery placements, transport and contact arrangements etc as appropriate, to assist with the successful implementation of the care plans.
- Monitor and evaluate the implementation and effectiveness of your contribution to children's care plans in consultation with other key professionals reporting back to the contact coordinator in supervision about the outcomes achieved in accordance with Directorate requirements.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: Social Work Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	Criteria
Qualifications	Educated to GCSE Level or equivalent
Experience	Previous experience of working with children.
Skills and Abilities	<p>Ability to communicate with children and young people .</p> <p>Excellent interpersonal skills in order to communicate with colleagues.</p> <p>Ability to work effectively in a team.</p> <p>Good report writing skills and ability to communicate clearly in writing.</p> <p>Ability to travel to meet the requirements of the service.</p> <p>Commitment to equalities and the promotion of diversity in all aspects of working.</p>
Knowledge	<p>Working knowledge of The Children Act 1989.</p> <p>Knowledge and understanding of KCC's policy and procedures Relating to Children's Social Services.</p> <p>Awareness of Data Protection and confidentiality issues.</p> <p>Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures relating to Health and Safety.</p>

Behaviours and Kent Values	<p>Kent Values:</p> <ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer challenge• We are curious to innovate and improve• We are compassionate, understanding and respectful to all• We are strong together by sharing knowledge• We are all responsible for the difference we make
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