

Kent County Council

Job Description: Social Work Assistant

Directorate	Children, Young People and Education (CYPE)
Unit/Section	Out of Hours KIU Team
Grade	KSE
Responsible to	Team Manager

Purpose of the Job:

Work as part of the OOHs KIU Team within Integrated Children's Services to support services to unaccompanied children who arrive at the Port of Dover, in line with statutory requirements, directorate policy and national legislation. This includes supporting and assisting the OOHs KIU senior practitioners in processing and progressing the children through the KIU UAM process. It includes completion of the work required, which includes creating and updating the IT systems, data inputting, creating placement plans and undertaking placement searches, arranging transport and updating OOHs KIU trackers.

Main duties and responsibilities:

- Support the OOHs KIU Team to work efficiently and effectively in processing unaccompanied minors who arrive at the Port of Dover.
- Work in partnership with the OOH's KIU social workers and the Home Office staff at the Kent Intake Unit (KIU) to ensure a smooth and seamless journey for the child following the Immigration process taking place
- Manage and keep KCC IT records and trackers up-to-date. Support OOH's KIU social workers by providing up-to-date information on each child's progression, ensuring local policies and procedure requirements are adhered to
- Support and assist the OOH's KIU social workers where necessary to ensure a smooth journey for the children through the UAM process
- Undertake placement searches where necessary and complete the necessary IT requirements to support this
- Arrange transport for children to be taken to their identified accommodation. Keeping the OOH's KIU social worker updated on the progress made
- Develop and maintain good working relationships with our partner agencies and commissioned services, to support good decision making and make recommendations and improvements to the Team and Team Manager where appropriate, to support best practice
- Monitor and evaluate the implementation and effectiveness of your work and

contribution in the KIU OOHs Team reporting to the Team Manager the outcomes achieved in accordance with Directorate requirements.

Footnote: This job description is provided to assist the job holder to know what their 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	NVQ Level 3 in childcare, 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>

Values and Behaviours	<p>Open to change and challenge and actively encouraging.</p> <p>Flexible in their approach to work</p> <p>Commitment to Equal Opportunities</p> <p>Self-sufficient, taking personal and professional responsibility for our actions and performance.</p>
KENT VALUES AND CULTURAL ATTRIBUTES	<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 <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>