

# The Job Description and Person Specification

Kent County Council

Job Description: *Social Worker*

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**Directorate:** Children, Young People and Education

**Unit/Section:** Integrated Children's Service

**Grade:** KR9

**Responsible to:** Team Manager

## **Social Care Capability Framework level: New Practitioner/Practitioner**

### **Level Descriptor**

In their first year of practice should understand the nature of their role and continually strive to develop their skills knowledge and values with support for their supervisor and others, Initial high levels of support and supervision should reflect increasing autonomy and confidence evident over time. Caseloads will be fewer and less complex during the ASYE period. Core social care capabilities should be embedded.

### **Purpose of the Job:**

Manage a Children & Families caseload of various levels of complexity, involving the assessment, planning, implementation and evaluation of appropriate action, contributing to the effective application of resources to safeguard and promote the welfare of children and their families. The postholder should be working in line with the Social Care Capability Framework (SCCF).

The post holder must complete the ASYE standard within 2 years of qualifying.

### **Main duties and responsibilities:**

- Manage a Children & Families caseload to include complex and diverse cases, involving assessments, reviews and the preparation of welfare reports and court attendance, to effectively meet the needs of the client group, in line with the standards set out in the Social Care Capability Framework. The caseload will be managed within the relevant framework of supervision dependent on the complexity of the case and post qualification experience of the post holder.
- Initiate and develop close working partnerships with statutory agencies, voluntary and private sector agencies, carers and those with parental responsibility in order to facilitate good outcomes for children and their families.
- Complete effective and timely recording of accurate information using agreed systems.
- Maintain a good working knowledge of legislation, local policies and procedures, particularly those relating to Looked After Children, Children in Need and Child Protection, acting in line with these to ensure consistency and a high quality of service delivery.
- Attend training courses and other development opportunities as agreed with line manager to ensure compliance with Social Work England and SCCF requirements

Our procedures comply with DPA and your application will be processed and stored appropriately.

For Fostering and Adoption teams only

- Recruit, train, assess and support adoptive parents and foster carers to ensure that there is a suitable range of placements to meet the needs of children within the District and across the County and to facilitate the adoption and fostering process.

## Kent County Council

### Person Specification: *Social Worker*

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

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

	<b>MINIMUM</b>
<b>QUALIFICATIONS</b>	Degree in Social Work (Dip HE/Degree or Post Grad) and up to date registration with appropriate professional body ASYE must be completed if more the 2 years post qualified
<b>EXPERIENCE</b>	Relevant experience to demonstrate the capabilities required.  Use of systemic model of practice e.g. Signs of Safety
<b>SKILLS AND ABILITIES</b>	Good interpersonal skills in order to communicate effectively with children, families and colleagues.  Ability to prioritise and to work effectively on own initiative as well as within a team  Good report-writing skills and the ability to communicate clearly in writing  Undertake high quality assessments and develop and review plans  Ability to work within a court setting  Computer literate
<b>KNOWLEDGE</b>	Working knowledge of child development and demonstrate an ability to underpin practice with a theoretical base, including attachment theory and the needs of Looked After Children/Children in Need/children in the Child Protection system  Working knowledge of legislation, policies, frameworks and regulations.  Working knowledge of County procedures relating to Looked After Children/Children in Need/Child Protection  Knowledge of family court proceedings  Knowledge of factors relating to adults including mental health, domestic violence, substance misuse

<b>PERSONAL QUALITIES</b>	Emotionally resilient  Commitment to personal learning and development
	Commitment to equal opportunities and valuing diversity  Commitment to Social Work England Code of Conduct  Flexibility  Maintain confidentiality  Demonstrate a commitment to supervision and reflective practice
<b>ADDITIONAL</b>	Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day
<b>COMPETENCIES</b>	Competencies are set within the knowledge and skills statements contained in the Social Care Capability Framework.

# Job Description and Person Specification

Kent County Council

Job Description: *Experienced Social Worker*

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**Directorate:** Children, Young People and Education  
**Unit/Section:** Integrated Children's Service  
**Grade:** KR10  
**Responsible to:** Team Manager

**Social Care Capability Framework level: Practitioner**

## **Level Descriptor**

Capable of working autonomously with additional supervision provided only in exceptional circumstances. Manage situations that are more complex with higher levels of risk and uncertainty. Act as role models and mentors to less experienced colleagues and begin to identify and develop areas of knowledge and expertise that are above the minimum requirements for the role, sharing these with colleagues and other professionals. Take an active role in effective team working and understand the team's relationships with other services.

## **Purpose of the Job:**

Manage a Children & Families caseload of higher levels of complexity, involving the assessment, planning, implementation and evaluation of appropriate action, to ensure that resources to safeguard and promote the welfare of children and their families. The postholder should be working in line with the Social Care Capability Framework.(SCCF)

Raise the standard of professional work within the team by contributing to training initiatives and "in-house" core training courses whilst consolidating a breadth of social work practice.

## **Main duties and responsibilities:**

- Manage a complex caseload, including assessment and planning in cases involving high levels of risk or need, within the parameters of agreed policies and practices, together with the professional guidance and support to safeguard and promote the welfare of children and meet their individual needs.
- Work in partnership with the child, parents and carers, Health Service including Acute and Community Trusts and with Primary Care Trusts, Education Authority, District Councils, commercial and private sector and voluntary bodies to identify, evaluate and review care plans to produce positive outcomes for children and their families.
- Complete effective and timely recording of accurate information using agreed systems.
- Work in a cross-section of social work teams, through secondments etc., to continually develop and consolidate knowledge base and level of skills and enabling the

assignment of more complex caseloads to meet the ever changing needs of the children and their families.

- Maintain an awareness of changes in child development etc., and related theories, legislation, corporate and directorate policies, local and agency practices, in order to disseminate knowledge and contribute to the delivery of a high standard of service.
- Use appropriate theory and research to inform practice
- Prepare applications for submission to Family Courts and represent the County Council's Children & Families Service as and when required in Court in accordance with the County Council's procedures to safeguard and promote the welfare of children.
- In liaison with the Senior Practitioner, operate across a variety of SCS teams to gain a diverse level of knowledge and experience that meets the appropriate practice level and a high standard of service delivery.

## Kent County Council

### Person Specification: *Experienced Social Worker*

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

	<b>MINIMUM</b>
<b>QUALIFICATIONS</b>	Degree in Social Work, CQSW/DipSW or equivalent and up to date registration with appropriate professional body'
<b>EXPERIENCE</b>	Diverse post qualification practice experience in Children and Families  Experience of systemic practice e.g. Signs of Safety
<b>SKILLS AND ABILITIES</b>	Ability to supervise and develop student placements and other social work staff  Computer literate with good written skills for report and assessment writing  Good interpersonal skills to communicate effectively with children, families and colleagues  Interest/desire to lead in training courses  Supervisory, mediation and negotiation skills  Ability to work effectively on own initiative as well as within a team  Ability to build relationships and promote change
<b>KNOWLEDGE</b>	Good Working knowledge of relevant legislation and policies and procedures relating to Looked After Children, Children in Need and children in the Child Protection System  Good working knowledge of family relationships  Good understanding of Family Court Proceedings  Good working knowledge of Assessment Framework  Understanding/knowledge of fostering, adoption and disability issues  Good understanding of attachment theory

<b>PERSONAL QUALITIES</b>	Commitment to professional development  Emotionally resilient
	Professional credibility  Flexibility  Commitment to equal opportunities and valuing diversity  Commitment to Social Work England Code of Conduct  Maintain confidentiality  Demonstrate a commitment to supervision and reflective practice
<b>ADDITIONAL</b>	Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day
<b>COMPETENCIES</b>	Competencies are set within the knowledge and skills statements contained in the Social Care Capability Framework.