

Kent County Council

Job Description: Senior Social Work Assistant

Directorate:	Children, Young People and Education
Team/Division:	Strengthening Independence Service for Disabled Children and Young People
Grade:	KR9
Responsible to:	DC Team Manager

Purpose of the Job:

Work as part of one of the teams within the Strengthening Independence Service for Disabled Children and Young People to manage a complex caseload of children in need, delivering support to disabled children, young people and families.

Complete proportionate assessments and care plan recommendations for children and young people (0-17) offering a range of community-based services under the direction of the Team Manager, including Carers' assessments. The postholder will also be expected to provide support, advice and guidance when required for a group of Social Work Assistants to ensure the Council is able to discharge its statutory duties in relation to the children, young people and their families/carers known to the service.

Organise and monitor the delivery of care and support services as agreed with service users/carers in order to meet needs as stated in the relevant plans, under the direction of the Team Leader, and in accordance with statutory requirements, Directorate and Corporate policy and procedures and national legislation.

Responsible for working with other registered professionals who work with disabled children and young people to ensure that they are visited, reviews are held within statutory requirements and that their Plans are implemented in accordance with Directorate policy and national legislation.

Main duties and responsibilities:

To be responsible for holding a smaller but more complex caseload conducting proportionate assessments within timescales and in a professional manner ensuring close collaboration with children, young people, their parents and carers.

Draw up plans of support under the supervision and guidance of a designated supervisor, using agreed eligibility criteria and in accordance with Directorate Policy and National Legislation.

Participate in local 'Duty' Systems as a Duty Senior as well as allocating cases in the teams, assessing new referrals to ensure that the eligibility criteria are appropriately applied.

Monitor and review standards of service delivery of the team on a regular basis through contact with service users and carers, to ensure that all services are delivered to the agreed specification and standard and continue to be appropriate, arranging changes in service delivery in consultation with the Team Manager as necessary to continue to meet the objectives of plans.

To provide professional support and guidance to a number of named staff and to oversee workloads to ensure the council meets its statutory obligations in relation to those children, young people, and their families/carers within a defined area: this includes deputising for the Team Manager as required and providing cover for other Senior Social Work Assistants within their defined area.

Develop good working relationships with Education and Health staff to contribute to Education, Health and Care plans and other individual plans to ensure that positive outcomes for children and young people are achieved.

Develop a good working relationship with key professional contacts of children and young people, arranging transport and family time etc. Assist with planning for appropriate provision post-18, supporting young people to express their wishes and feelings and complete their Pathway Plans.

Maintain up to date and accurate records on Liberi of all casework , in order to inform the Directorate's planning process and meet statutory requirements.

Ensure availability of adequate advocacy arrangements, including liaison on cases where Power of Attorney and Court of Protection issues apply.

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: Senior 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	<ul style="list-style-type: none">• Level 4 qualification or extensive experience within a relevant field.• Hold a professional qualification working with children or to be willing to work towards this qualification.
EXPERIENCE	<ul style="list-style-type: none">• Experience of working with people with social care needs (eg children/young people, Learning Disability, Physical Disability, Older Persons, people with Mental Health issues)• Experience of undertaking initial assessments and risk assessments and the drafting of care plans• Experience of working within a multi-agency environment/partnership• Experience of managing conflicting priorities.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Good communication skills, both oral and written, and interpersonal skills in order to communicate effectively with children, young people and their families, colleagues and external agencies• Computer literate• Evidence of being able to work successfully under pressure and on own initiative with good time and resource management skills.• Resilient. Effective planning and organisational skills• Ability to demonstrate a sensitive, tactful and empathetic response to children, young people, carers and staff• Ability and commitment to support the Kent County Council's Equality and Diversity Policy Statement, which is an integral part of the Directorate's service delivery and relationship with the children and young people to respect those with protected characteristics

	<ul style="list-style-type: none"> • Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day in accordance with the needs of the job
<p>KNOWLEDGE</p>	<ul style="list-style-type: none"> • Knowledge of the needs of people with disabilities • Knowledge of the welfare benefits system • Knowledge of the resources available in the local community and an awareness of new services and initiatives • Knowledge of key legislation underpinning the provision of social care services eg The Children Act 1989, the Mental Capacity Act 2005 and the Care Act 2014. • Knowledge of legislation as it relates to Carers • Awareness of equal opportunities issues • Sound awareness of social issues and knowledge and experience of the problems relating to children, young people and their families. • 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 • Supervisory skills and ability to act as a mentor.
<p>KENT VALUES AND CULTURAL ATTRIBUTES</p>	<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>

