

## Kent County Council

### Job Description: *Reception and Safe Care Service 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 caseload of newly arrived unaccompanied asylum-seeking children who are Children in Care to the local authority. This will involve various levels of complexity and involve assessment, planning, implementation and evaluation of appropriate action, contributing to the effective application of resources to safeguard and promote the welfare of unaccompanied asylum-seeking children. 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 caseload of newly arrived unaccompanied asylum-seeking children who are Children in Care to the local authority, which will include complex and diverse cases, involving assessments, reviews and the preparation of 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.
- With training and support of Team Managers and more experienced social workers, complete Merton case law compliant age assessments in cases where significant concerns have been raised regarding the child's claimed age.
- With training and support of Team Managers and more experienced social workers, prepare reports for and represent the County Council's Reception and Safe Care Service as and when required in Court in accordance with the County Council's procedures to safeguard and promote the welfare of children.
- 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.

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.

## Kent County Council

### Person Specification: *Reception and Safe Care Service Social Worker*

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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
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Degree in Social Work (Dip HE/Degree or Post Grad) and up to date registration with appropriate professional body</li><li>• ASYE must be completed if more the 2 years post qualified</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Relevant experience to demonstrate the capabilities required.</li><li>• Use of systemic model of practice e.g. Signs of Safety</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Good interpersonal skills in order to communicate effectively with children, families and colleagues.</li><li>• Ability to prioritise and to work effectively on own initiative as well as within a team</li><li>• Good report-writing skills and the ability to communicate clearly in writing</li><li>• Undertake high quality assessments and develop and review plans</li><li>• Ability to work within a court setting</li><li>• Computer literate</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• 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</li><li>• Children/Children in Need/children in the Child Protection system</li><li>• Working knowledge of legislation, policies, frameworks and regulations.</li><li>• Working knowledge of County procedures relating to Looked After Children/Children in Need/Child Protection</li><li>• Knowledge of family court proceedings</li><li>• Knowledge of factors relating to adults including mental health, domestic violence, substance misuse</li></ul>

<b>BEHAVIOURS AND KENT VALUES</b>	<b>Kent Values:</b> <ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge</li> <li>• We are curious to innovate and improve</li> <li>• We are compassionate, understanding and respectful to all</li> <li>• We are strong together by sharing knowledge</li> <li>• We are all responsible for the difference we make</li> </ul>
<b>ADDITIONAL</b>	<ul style="list-style-type: none"> <li>• Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day</li> </ul>
<b>COMPETENCIES</b>	<ul style="list-style-type: none"> <li>• Competencies are set within the knowledge and skills statements contained in the Social Care Capability Framework.</li> </ul>

## Kent County Council

### Job Description: *Reception and Safe Care Service 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 caseload of newly arrived unaccompanied asylum-seeking children who are Children in Care to the local authority with 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, statutory and third sector agencies including Police, Health, the Home Office, solicitors, Refugee Council and Young Lives Foundation to identify, evaluate and review care plans to produce positive outcomes for unaccompanied asylum seeking children.
- Complete effective and timely recording of accurate information using agreed systems.

- Attend regular “in-house” training 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 unaccompanied asylum-seeking children.
- 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.
- With training and support of Team Managers and more experienced social workers, complete Merton case law compliant age assessments in cases where significant concerns have been raised regarding the child’s claimed age.
- Prepare reports for and represent the County Council’s Reception and Safe Care 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, provide a high-quality resource of professional social work knowledge and expertise to the Service’s newly qualified and alternatively qualified social care staff as well as foster carers and semi-independent providers to support them in providing the best possible care to unaccompanied asylum-seeking children.

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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	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Degree in Social Work, CQSW/DipSW or equivalent and up to date registration with appropriate professional body</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Diverse post qualification practice experience in Children and Families</li><li>• Experience of systemic practice e.g. Signs of Safety</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Ability to supervise and develop student placements and other social work staff</li><li>• Computer literate with good written skills for report and assessment writing</li><li>• Good interpersonal skills to communicate effectively with children, families and colleagues</li><li>• Interest/desire to lead in training courses</li><li>• Supervisory, mediation and negotiation skills</li><li>• Ability to work effectively on own initiative as well as within a team</li><li>• Ability to build relationships and promote change</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• 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</li><li>• Good working knowledge of family relationships</li><li>• Good understanding of Family Court Proceedings</li><li>• Good working knowledge of Assessment Framework</li><li>• Understanding/knowledge of fostering, adoption and disability issues</li><li>• Good understanding of attachment theory</li></ul>

<b>BEHAVIOURS AND KENT VALUES</b>	<b>Kent Values:</b> <ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge</li> <li>• We are curious to innovate and improve</li> <li>• We are compassionate, understanding and respectful to all</li> <li>• We are strong together by sharing knowledge</li> <li>• We are all responsible for the difference we make</li> </ul>
<b>ADDITIONAL</b>	<ul style="list-style-type: none"> <li>• Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day</li> </ul>
<b>COMPETENCIES</b>	<ul style="list-style-type: none"> <li>• Competencies are set within the knowledge and skills statements contained in the Social Care Capability Framework.</li> </ul>