# Kent County Council
## Job Description: *Social Work Assistant*

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| **Directorate:** | **Children, Young People and Education** |
| **Unit/Section:** | **Children's Social Services** |
| **Grade:** | **KSE** |
| **Responsible to:** | **Team Manager / Contact Co-ordinator** |

## Purpose of the Job:

Work as part of one of the teams within Children Social Work 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.

- Complete elements of children in need assessments under the supervision and guidance of a designated supervisor to ensure assessments are carried out in accordance with Directorate Policy and National Legislation.

- Manage and keep a record of schedules of visits and contacts for appropriate children, to support in the smooth running of procedures within agreed guidelines, enabling Social Workers to monitor the progress of the children concerned.

- 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.

- Organize the monitoring and review of children receiving a regular package of services in a variety of settings, to ensure that individual plans are carried out within the relevant timescales. Make recommendations and improvements where appropriate.

- Produce and collate written reports and information in liaison with social workers, concerning the needs, problems and progress of the children we are working with for presentation at complex case conferences and Court

hearings to ensure informed decisions are made to protect the welfare of the child

- 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 senior practitioner/practice supervisor/team leader about 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** |
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| **QUALIFICATIONS** | • NVQ Level 3 in childcare, or equivalent |
| **EXPERIENCE** | • Previous experience of working with children. |
| **SKILLS AND ABILITIES** | • Ability to communicate with children and young people<br>• Excellent interpersonal skills in order to communicate with colleagues<br>• Ability to work effectively in a team<br>• Good report writing skills and ability to communicate clearly in writing<br>• Ability to travel to meet the requirements of the service<br>• Commitment to equalities and the promotion of diversity in all aspects of working |
| **KNOWLEDGE** | • Working knowledge of The Children Act 1989.<br>• Knowledge and understanding of KCC's policy and procedures Relating to Children's Social Services.<br>• Awareness of Data Protection and confidentiality issues<br>• 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 |
| **KENT VALUES AND CULTURAL ATTRIBUTES** | **Kent Values:**<br><br>• We are **brave.** We do the right thing, we accept and offer challenge<br>• We are **curious** to innovate and improve<br>• We are **compassionate**, understanding and respectful to all<br>• We are **strong together** by sharing knowledge<br>• We are all **responsible** for the difference we make<br><br>Our values enable us to build a culture that is:<br><br>**Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile<br>**Curious** - constantly learning and evolving<br>**Compassionate and Inclusive** - compassionate, understanding and respectful to all<br>**Working Together** - building and delivering for the best interests of Kent<br>**Empowering -** Our people take accountability for their |

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| | decisions and actions<br>**Externally Focused** - Residents, families and communities at the heart of decision making |