

# Kent County Council

## Job Description: *Adolescent Social Work Assistant*

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**Directorate:** Children, Young People and Education  
**Unit/Section:** Integrated Adolescent Service /Adolescent Social Work Team  
**Grade:** KR7  
**Responsible to:** Team manager

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

To deliver and improve services for adolescents, working with those in need of support or protection as part of a multi-agency, multi-disciplinary approach. This will be achieved via the provision of high quality interventions and effective liaison with local partners. The adolescent voice is key in this work and your role will be to involve young people and their families meaningfully in the design and delivery of services for them.

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

- You will be an experienced Support Worker or recent graduate who has previous experience of working with adolescents and their families.
- You will have knowledge of how to engage young people as individuals as well as within their peer group networks and contexts.
- You will have the confidence to work with risk related areas E.g. criminal exploitation, sexual exploitation, drugs/alcohol misuse; emotional well-being & mental health, family and peer relationships, extra familial or contextual based risks.
- You will understand and / or have experience of risk management and best practice in regards to interventions to reducing risk and social exclusion. This role will include assessing young people's risk and writing reports to the Police and other partner agencies.
- You will work closely with 16/17yr old young people who present as homeless and provide rapid responses; Ensuring early and effective intervention to prevent homelessness.
- You will be responsible for contributing towards Child and Family Assessments, drawing up and carrying out plans of intervention and taking part in review meetings.

- You will be asked to support young people in Joint Housing Assessments with District Councils, supporting young people attend interviews and meetings in accordance with their identified needs. A degree of advocacy may be required during such appointments.
- You will work collaboratively with a range of services and partners such as NELFT, Education, Youth Justice, Police, Housing, and commissioned providers to reduce the likelihood of harm and promote positive life outcomes.
- You will have a clear understanding of functional constraints, and the importance to continue to deliver high quality services to young people through times of austerity.
- You will possess effective communication and engagement skills to support vulnerable adolescents, and their families.
- You will have compassion and commitment to ensuring young people and their families can change their lives for the better.

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: *Adolescent 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.

	<b>Criteria</b>
<b>Qualifications</b>	Educated to NVQ Level 3 or equivalent
<b>Experience</b>	Previous experience of working with adolescents and their families
<b>Skills and Abilities</b>	<p>Ability to communicate with adolescents, taking a proactive and consistent approach which encourages openness, honesty, including the ability to challenge in a sensitive and tactful way.</p> <p>Ability to demonstrate an empathetic response to families and carers</p> <p>Ability to work with risk, utilising multi agency partners to draw up plans and respond in a timely manner</p> <p>Understanding of extra familial risk and contextual based interventions</p> <p>Excellent interpersonal skills in order to communicate with colleagues</p> <p>Ability to work effectively in a team, including crisis management and prioritisation of workloads</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>
<b>Knowledge</b>	<p>Knowledge of adolescent development and the key issues that affect adolescents</p> <p>Knowledge of key legislation underpinning the provision of services for adolescents e.g. The Children Act 1989, The Housing Act 1996, policies relating to prevention of homelessness, Working Together to Safeguard Children 2018</p> <p>Knowledge and understanding of KCC's policy and procedures relating to Early Help, Children's social work services and the Integrated Adolescent Service</p> <p>Knowledge of the resources available in the local community and an awareness of new services and initiatives</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>
<p><b>Kent Values and Cultural Attributes</b></p>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>