

Directorate: Children, Young People and Education
Unit/Section: Children's Services
Grade: KR7
Responsible to: Team Leader/Senior Practitioner/Practice Supervisor

Purpose of the Job:

Undertake agreed aspects of children in need assessments under the supervision of the Team Leader, Senior Practitioner or Practice Supervisor, producing reports and organising reviews in accordance with Directorate Policy and National Legislation.

Contribute to, or undertake where agreed by the Team Leader, Senior Practitioner or Practice Supervisor the monitoring and review of care packages in a variety of settings.

Main duties and responsibilities:

- Undertake agreed aspects of children in need assessments under the supervision and guidance of the Team Leader/Senior Practitioner/Practice Supervisor to ensure assessments are carried out in accordance with Directorate Policy and National Legislation.
- Organise the monitoring and review of children receiving a regular package of services in a variety of settings, including respite and community care and home support as directed by the Team Leader/Senior Practitioner/Practice Supervisor to ensure that individual care plans are carried out within the relevant timescales.
- Maintain a record of visits and contacts concerning Looked After Children and those requiring respite care, including the administration of LAC forms and those concerning the placement of children, ensuring that procedures run smoothly and within agreed guidelines, to ensure the progress of the children concerned is monitored.
- Produce written reports and information concerning the needs, problems and progress of Looked after Children and Children in Need, for presentation at complex case conferences and Court hearings in liaison with social workers, which ensure informed decisions are made regarding the welfare of the child is paramount.
- Develop a good working relationship with the families, foster carers, health and education professional contacts of the children and families concerned, arranging childminders, nursery placements, transport and contact arrangements etc as appropriate, as part of the implementation of the care plan to ensure that care plans are implemented.
- Establish good relationships with the child, young person, parent or carer to ensure information sharing and co-ordination of plans being implemented to ensure the child's health and social needs are met in accordance with DOH and PSA guidelines.
- Undertake case summaries and compile chronologies for all children's groups as required, to ensure that comprehensive and accurate information is available to Senior Practitioners, Practice Supervisors and Team Leaders so that timely decisions can be made around intervention.
- 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 outcomes 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.

Kent County Council

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
QUALIFICATIONS	<ul style="list-style-type: none"> NVQ Level 3 in childcare, or equivalent
EXPERIENCE	<ul style="list-style-type: none"> Proven experience of working as a Social Work Assistant
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Excellent interpersonal and report writing skills Able to communicate with children and young people, their families, colleagues and external agencies in a range of formal settings such as home visits, case conferences and court hearings
KNOWLEDGE	<ul style="list-style-type: none"> A good general working knowledge of The Children Act 1989, Directorate Child Protection and Fostering and Adoption policies and procedures Computer literate and a working knowledge of CAFIS
PERSONAL QUALITIES	<ul style="list-style-type: none"> Ability to prioritise workload and to work effectively on own initiative as well as part of a team
KENT VALUES AND CULTURAL ATTRIBUTES	<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>