

## Kent County Council

### Job Description: *Social Work Assistant*

---

<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>CY CWS Strengthening Independence Service</b>
<b>Grade:</b>	<b>KSE</b>
<b>Responsible to:</b>	<b>Team Manager</b>

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

Work as part of one of the teams within the Disabled Children's Teams 0-17 to manage a caseload of less complex cases, delivering support to disabled children, young people and families.

Assist Social Workers in completing assessments and care plan recommendations for children and young people 0-17. Undertake less complex assessments for a range of community-based services under the direction of the Team Manager, including Carers' assessments.

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.

Assist Social Workers and 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:**

- Complete elements of children in need assessments and undertake less complex assessments of young people and their carers to determine the needs and capabilities of clients and carers, and 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 in the teams, assessing new referrals to ensure that the eligibility criteria are appropriately applied.
- Monitor and review standards of service delivery 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 Leader as necessary to continue to meet the objectives of plans.

- 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 the families, foster carers and other key professional contacts of children and young people in Care, arranging transport and contact arrangements etc. Assist with planning for appropriate provision post-18, supporting young people in Care to express their wishes and feelings and complete their Pathway Plans.
- Maintain the Directorate's records by recording all contacts and updating all care and other plans (including costs, providers and monitoring arrangements, and all details of monitoring activity, using LIBERI), in order to inform the Directorate's planning process.
- Act as case worker to service users and carers where appropriate, providing and ensuring the availability of adequate advocacy arrangements, including making a contribution to the receivership process and cases where Power of Attorney and Court of Protection issues apply, in collaboration with other relevant staff, e.g. Client Financial Affairs Officers, in order to assist clients towards self-determination of their care arrangements.
- Undertake case summaries and compile chronologies and gather information from external agencies for Child Protection or Safeguarding enquiries, to enable the teams and Safeguarding Coordinators to carry out thorough investigations or to make informed decisions concerning Care Plans and to ensure that the welfare of the child/young person is paramount.

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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Level 2 Diploma in Health and Social Care or equivalent</li> <li>• Working towards Level 3 Diploma in Health and Social Care</li> <li>• GCSE A*-C or equivalent in Mathematics and English</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working with people with social care needs (eg children/young people, Learning Disability, Physical Disability, Older Persons, people with Mental Health issues)</li> <li>• Experience of undertaking initial assessments and risk assessments and the drafting of care plans</li> <li>• Experience of working within a multi-agency environment/partnership</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Good communication skills, both oral and written, and interpersonal skills in order to communicate effectively with service users and their families, colleagues and external agencies</li> <li>• Computer literate</li> <li>• Ability to prioritise workload and to work effectively on own initiative as well as part of the team</li> <li>• Effective planning and organisational skills</li> <li>• Ability to demonstrate a sensitive, tactful and empathetic response to service users and carers</li> <li>• Ability and commitment to support the Directorate's Equality and Diversity Policy Statement, which is an integral part of the Directorate's service delivery and relationship with the service user to respect people as individuals regardless of age, ethnic origin, cultural values, disability, gender, sexual orientation or religion</li> <li>• 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</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of the needs of people with disabilities</li> <li>• Knowledge of the welfare benefits system</li> <li>• Knowledge of the resources available in the local community and an awareness of new services and initiatives</li> <li>• Knowledge of key legislation underpinning the provision of social care services for both children and adults eg The Children Act 1989, the Mental Capacity Act 2005 and the Care Act 2014.</li> <li>• Knowledge of legislation as it relates to Carers</li> <li>• Awareness of equal opportunities issues</li> <li>• Sound awareness of social issues and knowledge and experience of the problems relating to particular service users</li> <li>• Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate</li> </ul>

	policies and procedures relating to health and Safety
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<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>