Job Description: Social Work Assistant

Directorate:	Children, Young People and Education
Unit/Section:	Children's Social Services/ Specialist Children's Service
Grade:	KSE
Responsible to:	Team Manager

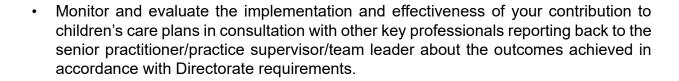
Purpose of the Job:

Work as part of one of the teams within Specialist Children's 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.



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	Educated to GCSE Level or equivalent
	Ludcated to GCSL Level of equivalent
EXPERIENCE	 Previous experience of working with children.
SKILLS AND ABILITIES	Ability to communicate with children and young people
ORIELO AND ABIEITIES	Ability to communicate with children and young people
	Excellent interpersonal skills in order to communicate
	with colleagues
	concaguos
	Ability to work effectively in a team
	 Good report writing skills and ability to communicate
	clearly in writing
	Ability to travel to meet the requirements of the service
	Commitment to equalities and the promotion of diversity in
	Commitment to equalities and the promotion of diversity in all appears of working.
	all aspects of working
	A Full UK Driving Licence – The Council is committed to
	making reasonable adjustments so whilst this job requires
	the jobholder to drive your application will still be
	considered if you are unable to drive due to a disability.
	deficiacion il you are unable to arive ade to a disability.
KNOWLEDGE	Working knowledge of The Children Act 1989.
	 Knowledge and understanding of KCC's policy and
	procedures Relating to Children's Social Services.
	Awareness of Data Protection and confidentiality issues
	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
MENT WALLED AND	Vent Velues
KENT VALUES AND CULTURAL	Kent Values:
ATTRIBUTES	We are brave. We do the right thing, we accept and
	offer challenge
	We are curious to innovate and improve
	- We are various 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

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making