Kent County Council
Job Description: *Experienced Social Worker – Front Door Service*

Directorate: **Children Young People and Education**

Unit/Section: **Integrated Children's Services**

Grade: **KR10**

Responsible to: **Team Manager**

Purpose of the Job:

Receive and respond to requests for support by gathering information and undertaking enquiries as necessary to complete an assessment of the information gathered to determine the appropriate level of support required for children, young people and their families.

Main duties and responsibilities:

- Work as part of a team as well as supporting the wider service.
- Undertake further enquiries with parents, carers, family members and young people as appropriate.
- Gather information from professional referrers and involved agencies treating all information with respect and confidentiality as necessary.
- Work as first point of contact for professional consultations
- Work in partnership with co-located agencies.
- Assess and analise information received and gathered to support appropriate decision making for a child, young person or family, ensuring that all recording is clear, proportionate in terms of detail and underpinned by the Kent Practice Framework.
- Engage in regular reflective supervision.
- Participate in team/service meetings, audit activities and appreciative inquiries demonstrating commitment and responsibility for continued professional development to maintain high professional standards.
- Undertake lead roles in key areas of practice where required.

Footnote: This job description is provided to assist the job holder to know what his/her 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: *Experienced Social Worker – Front Door Service*

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	Degree in Social Work, CQSW/DipSW or equivalent and registration as a social worker with Social Work England. Completion of Portfolio demonstrating competency.
EXPERIENCE	Diverse post qualification practice Substantial proven experience in Children and Families services of a magnitude that enables the post holder to have achieved the relevant level of the Competency Framework
SKILLS AND ABILITIES	Computer literacy Excellent writing skills with the ability to present written work in a clear but concise manner. Excellent telephone engagement and communication skills. Ability to work on own initiative and part of a team. Ability to recognise and challenge discrimination at all levels.
KNOWLEDGE	Knowledge and understanding of Kent Support Levels Guidance. Working knowledge of the children act 1989. Knowledge of relevant KCC procedures including children in need, children in need of protection and private fostering. Good understanding of family court proceedings. Knowledge of and engagement with Kent's Practice framework.
KENT VALUES AND CULTURAL ATTRIBUTES	**Kent Values:** • 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 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 (If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)