

## Kent County Council

### Job Description: *Family Network Social Work Assistant*

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<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Social Connections Service</b>
<b>Grade:</b>	<b>KSE</b>
<b>Responsible to:</b>	<b>Social Connections Team Manager</b>

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

To organise and facilitate family network meetings – bringing together family and wider networks to make safety plans for children and young people.

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

- Receive referrals from children's social work teams. Work within agreed timescales as outlined by the team manager.
- Undertake risk assessment as appropriate in relation to the meeting, to ensure safety of participants.
- Contact family members and extended network to clearly explain the purpose of the family meeting. prepare for the family led safety planning meeting. Working towards quick and pressured timescales to ensure assessment work can continue and not be delayed.
- Liaise with the referring Social Worker on the purpose of the meeting and ensure that safety plans are produced at the point of crisis.
- Undertake all relevant organisational activities which will include arranging the family meeting, facilitating the running of the meeting, producing the plan, collating, and sharing correspondence from the meeting.
- Support families to develop their own family led safety plan which demonstrates SMART (Specific, Measurable, Attainable Relevant and Timely)outcomes and reduces the risk of children becoming Looked After.
- To use restorative approaches and techniques to reach an agreed outcome and/or to progress to a family group conference.

- Maintain appropriate records (Liberi) of work with families to ensure that they meet with Kent's Information Governance policy and standards. It is important that all times contact recording reflects the child's journey and will enable the child to 'make sense' of the decisions made for them.

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: *Family Network Social Work Assistant*

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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
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Educated to GCSE level</li><li>• NVQ 2 or 3</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Be able to demonstrate a high level of experience in undertaking a busy and changeable administrative role</li><li>• Experience of working with vulnerable people especially at times of crisis – Adults and children</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Good keyboard and word processing skills</li><li>• Computer and database literate</li><li>• Literate and numerate</li><li>• Good interpersonal and organisational skills</li><li>• Self-Awareness –able to uphold personal and professional boundaries</li><li>• Able to prioritise workload and work to deadlines</li><li>• Able to apply confidentiality appropriately</li><li>• Confident communicator; able to express oneself effectively in one to one situations and in groups</li><li>• Confident telephone manner</li><li>• Customer friendly nature with a tactful, professional and flexible approach</li><li>• Good listening skills - able to pick out important information in verbal communications, question appropriately and respond to non-verbal behaviours</li><li>• Able to advocate on behalf of others</li><li>• Able to work on own initiative as well as part of a team</li><li>• Able to travel around county, efficiently, cost effectively and in a timely manner to meet needs of role</li><li>• Able to offer flexibility in hours of work</li><li>• Works well under pressure</li><li>• Confident about themselves</li><li>• Professional approach to work at all times</li><li>• Be a self-motivator- work activity leads to personal satisfaction and driven to achieve high quality performance as part of self-esteem</li><li>• Can offer flexibility both in approach to work and times available to work</li><li>• Can modify style to reach goals and maintain effectiveness within changing environments and with varying responsibilities.</li><li>• Likes a challenge</li></ul>

	<ul style="list-style-type: none"> <li>• Willingness to develop knowledge base and skills</li> <li>• Likes to work as part of a team- effective contributor to team goals even when team is working on something of no personal interest</li> <li>• Good sense of humour</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of working systems, e.g. office systems and procedures</li> <li>• Knowledge of Restorative Practice</li> <li>• Awareness of group dynamics</li> </ul>
<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>