

Directorates:

- **Adult Social Care and Health**
- **Children, Young People and Education**

Unit/Section: Various across Kent

Grade: KSE

Responsible to: To be agreed

Purpose of the Job:

Work as part of a team within either our Adult Social Care and Health or Children, Young People and Education Directorates to support vulnerable children, adults with care and support needs, their families and carers to make informed choices to live as full and safe a life as possible.

Undertake academic and workplace reflective learning within the Apprenticeship scheme to develop a broad range of skills to meet the requirements of the service and to achieve a nationally recognised apprenticeship standard in Social Work. Completion of an approved degree in social work which appears on the Social Work England (SWE) Register of approved programmes. This will provide you with the eligibility to apply for registration with SWE.

Main duties and responsibilities:

1. Deliver high-quality, person-centred care and support. Identify what is important to the people we support, and how they can live a life they want to live. Being involved in people's lives in the least intrusive way – and always in their best interests.
2. Under the supervision of registered Social Workers - engage directly with Children and Families and Adults who draw on care and support, to provide assessments and discrete, targeted elements of supportive work to achieve identified outcomes.
3. Take a holistic 'whole family approach' to ensure that the person's needs are met and identify how their care and support impacts family members or others

in their support network. Facilitate conversations with people we support, their families and their carers based on what matters most to them.

4. Build and develop relationships with wider partners to conduct person-centred strength-based assessments and reviews, including annual statutory reviews, and work together to enable people to achieve their personal outcomes.
5. Support vulnerable children and adults, their carers, family members, or others in their support network, to build and maintain community links, and to live as independently as possible, for as long as possible.
6. Ensure that information systems and client records are effectively maintained to provide up-to-date and accurate information, upon which decisions affecting service delivery can be made.
7. Maintain knowledge and understanding of legislation, departmental and corporate policies and procedures, acting in line with these to ensure consistency and a high quality of service delivery across the Directorate.
8. Engage with managers, colleagues and education providers during the role to undertake learning in order to translate theory into practice. Take ownership of your own learning and development throughout the apprenticeship through the use of reflective supervision and other learning opportunities.
9. It is expected as part of your role that you will undertake assignments and university work that allows you to complete your apprenticeship and qualify as a Social Worker.
10. It is expected that the complexity of case work will increase over the three years of the apprenticeship as knowledge and skills develop.

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.

Person Specification: *Social Worker Apprentice*

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	<p>Maths and English GCSE Grade C/Level 4 or equivalent e.g. O'level, Level 2 Foundation Skills etc.</p> <p>Equivalent to 120 UCAS points e.g.</p> <ul style="list-style-type: none">○ e.g. GCE A2 levels at grades BBB <u>or</u> International Baccalaureate Diploma at 34 points overall or 15 points at higher level <u>or</u> BTEC National Dip NQF/ Extended Dip QCF at DMM <u>or</u> Access to HE Diploma with at least 75% of level 3 credits at merit.
EXPERIENCE	<p>Previous experience of working with children or adults within a health or social care setting.</p>
SKILLS AND ABILITIES	<p>Ability to communicate effectively with adults, children and young people</p> <p>Good interpersonal skills in order to engage with colleagues, carers partner agencies and be an effective team member.</p> <p>Ability to work effectively under own initiative, being able to prioritise appropriately</p> <p>Computer literacy and have familiarity of Microsoft packages including Outlook, Word and Excel</p> <p>Proficient writing skills with a high standard of literacy which includes the ability to develop skills in critical thinking, reflection and analysis.</p> <p>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.</p> <p>Commitment to promote equalities, diversity, rights and justice in all aspects of social work practice and in accordance with the Professional Capability Framework.</p>

KNOWLEDGE	<p>Knowledge of relevant legislation for adults and children in social care.</p> <p>Knowledge and understanding of KCC's policy and procedures.</p> <p>Awareness of Data Protection and confidentiality issues</p> <p>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</p>
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>