Kent County Council
Job Description: *Social Worker*

Directorate:	**Children, Young People and Education**
Unit/Section:	**CY CWS Strengthening Independence Service**
Grade:	**KSG**
Responsible to:	**Team Manager**

Purpose of the Job:

Manage a caseload of disabled children and young people aged 0-17 to assess, plan, monitor and review the support/personal assistance needs of service users, working in a person-centred way. Work with the service users and their families/carers to develop a package of support/assistance as they prepare to become adults and in their early adult life that promotes and maintains independence and wellbeing; where appropriate involve other agencies and use community resources to provide equality of opportunity, full participation and inclusion in society.

The post holder should be working in line with the Social Care Capability Framework.

Main duties and responsibilities:

- Manage a diverse caseload of children, young people and their families, undertaking assessments to determine the needs and capabilities of clients and carers, and drawing up plans of support under the supervision and guidance of a designated supervisor, using agreed eligibility criteria and in accordance with statutory requirements, Directorate and Corporate Policy and National Legislation. Cost any support package and assist the client to access the most appropriate and comprehensive support available through community resources, direct payments or commissioned services. This should be achieved where appropriate within a multi-agency environment and in accordance with service users' wishes, directorate budget limits and the requirements of the strategic framework and/or lead commissioning framework relating to the procurement of services.

- Provide and ensure the availability of adequate advocacy arrangements to assist service users towards self-determination of their personal assistance arrangements.

- Identify and where appropriate manage any safeguarding and quality of care issues in line with directorate policy and practice requirements, taking forward appropriate actions and communication with supervisor / line manager/ other directorate officers and develop investigating officer skills.

- Ensure that service users are empowered throughout the assessment, are at the centre of the decision making process and have control over their lives. 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. In order to develop a holistic response, where appropriate, initiate and develop close working partnerships with other agencies: District Councils, voluntary agencies, the commercial and private sectors.

- Research and maintain a knowledge base of what resources are available in the local community in order to inform decision making on service users' care packages.

- Communicate effectively with clients and families on a range of issues. Be able to manage difficult situations and problems, promote independence including information, benefit maximisation, support services and equipment in order to inform the range of choices available when a person comes to develop their package of support and manage risk. Take into account issues of mental capacity and duty of care as agreed with a supervisor.

- Maintain a personal awareness of legislation relevant to children and adults, departmental and corporate policies and procedures, particularly those relating to the Children Act 1989, Carers and Disabled Children Act 2000, Care Act 2014, the Mental Capacity Act 2005, and any other relevant legislation and case law in order to apply a strong evidence base to ensure consistency and a high quality of service delivery.

- Maintain and keep accurate electronic records using the Social Care electronic system. Write and verbally present reports for formal meetings including reviews, case conferences and court proceedings.

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 Worker*

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 or equivalent for 0-17 team • Registration with Social Work England • Assessed as competent to operate at the New Practitioner or Practitioner level of the Social Care Capability Framework
EXPERIENCE	• Relevant experience to demonstrate the competencies required.
SKILLS AND ABILITIES	• Good interpersonal skills in order to communicate effectively with clients and colleagues, and when working in groups • Ability to prioritise and to work effectively on own initiative as well as within a team • Good report-writing skills and the ability to communicate clearly in writing • Ability to work within a court setting • Computer literate • 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 • 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.
KNOWLEDGE	• A thorough knowledge of human development, social work theories and the needs of people with disabilities • Good knowledge of the legislation underpinning the provision of services to children and adults with disabilities • A working knowledge of Directorate and national policies, frameworks and regulations. • Knowledge of Child and Adult Protection procedures • Knowledge of court proceedings • Knowledge of family relationships • Good knowledge of assessment frameworks
KCC VALUES	• Act with integrity, honesty and transparency. • Work in new ways. • Be willing to learn. • Treat people fairly and with respect. • Work collaboratively to find new solutions.

	• Put the interests and wellbeing of customers first • Open to challenge • Take personal and professional responsibility for your actions and performance
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.

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Job Description: *Social Worker*

Directorate:	**Children, Young People and Education**
Unit/Section:	**CY CWS Strengthening Independence Service**
Grade:	**KSH**
Responsible to:	**Team Manager**

Purpose of the Job:

Manage a caseload of disabled children or young people aged 0-17 to assess, plan, monitor and review the support/personal assistance needs of service users, working in a person-centred way. Work with the service user and their families/carers to develop a package of support/assistance as they prepare to become adults and in their early adult life that promotes and maintains independence and wellbeing; where appropriate involve other agencies and use community resources to provide equality of opportunity, full participation and inclusion in society.

The postholder should be working in line with the Social Care Capability Framework.

Main duties and responsibilities:

- Manage a complex and diverse caseload of children, young people and their families, undertaking assessments to determine the needs and capabilities of clients and carers, and drawing up plans of support under the supervision and guidance of a designated supervisor, using agreed eligibility criteria and in accordance with statutory requirements, Directorate and Corporate Policy and National Legislation. Cost any support package and assist the client to access the most appropriate and comprehensive support available through community resources, direct payments or commissioned services. This should be achieved where appropriate within a multi-agency environment and in accordance with service users' wishes, directorate budget limits and the requirements of the strategic framework and/or lead commissioning framework relating to the procurement of services.

- Provide and ensure the availability of adequate advocacy arrangements to assist service users towards self-determination of their personal assistance arrangements.

- Identify and where appropriate manage any safeguarding and quality of care issues in line with directorate policy and practice requirements, taking forward appropriate actions and communication with supervisor / line manager/ other directorate officers and develop investigating officer skills.

- Ensure that service users are empowered throughout the assessment, are at the centre of the decision making process and have control over their lives. 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. In order to develop a holistic response, where

appropriate, initiate and develop close working partnerships with other agencies: District Councils, voluntary agencies, the commercial and private sectors.

- Research, develop, continue and consolidate a knowledge base and level of skills to enable the assignment of more complex cases to meet the ever changing needs of service users and to ensure inclusion and full participation in the local community.

- Maintain an awareness of changes in legislation, theories, corporate and directorate policies, local and agency practices relating to disabilities in order to disseminate knowledge throughout the team and contribute to the delivery of a high standard of service.

- Contribute to the development of new initiatives through attendance on Working Groups, multi-agency fora, training courses etc to develop current and new ways of working that meet service requirements.

- Maintain and keep accurate electronic records using the Social Care electronic system. Write and verbally present reports for formal meetings including reviews, case conferences and court proceedings.

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	CRITERIA
QUALIFICATIONS	• Degree in Social Work or equivalent for 0-17 team • Registration with Social Work England • Assessed as competent to operate at the Practitioner level of the Social Care Capability Framework
EXPERIENCE	• Diverse post qualification practice experience
SKILLS AND ABILITIES	• Good interpersonal skills in order to communicate effectively with clients and colleagues, and when working in groups • Ability to prioritise and to work effectively on own initiative as well as within a team • Interest/desire to lead in training courses • Supervisory, mediation and negotiation skills • Ability to supervise and develop student placements • Good report-writing skills and the ability to communicate clearly in writing • Ability to work within a court setting • Computer literate • 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 • 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.
KNOWLEDGE	• A thorough knowledge of human development, social work theories and the needs of people with disabilities • Good knowledge of the legislation underpinning the provision of services to children and adults with disabilities • A working knowledge of Directorate and national policies, frameworks and regulations. • Knowledge of Child and Adult Protection procedures • Knowledge of court proceedings • Up to date knowledge of research

	• Knowledge of family relationships • Good knowledge of assessment frameworks
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.