

## Kent County Council

### Job Description: *Contact Supervisor/Social Work Assistant*

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**Directorate:** Children, Young People and Education  
**Unit/Section:** Specialist Children's Service  
**Grade:** KR7  
**Responsible to:** Team Manager / Contact Co-ordinator

#### **Job Purpose**

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.

#### **Accountabilities**

- 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.
- 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.
- Develop and nurture good working relationships with the families, foster carers and other key professionals that we interact with. Supporting in the arrangement of transport and contact arrangements etc. as appropriate, to assist with the successful implementation of the care plans.
- Complete Life Story Books in a timely manner with guidance from Social Worker. Liaising with FC's, other professionals and family members to obtain information, photos etc

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.

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### Person Specification: *Contact Supervisor/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 or equivalent</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Previous experience of working with children.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Ability to communicate with children and young people</li><li>• Excellent interpersonal skills in order to communicate with colleagues</li><li>• Ability to work effectively in a team</li><li>• Good report writing skills and ability to communicate clearly in writing</li><li>• Ability to travel to meet the requirements of the service</li><li>• The ability to travel across a wide geographical area in a timely and flexible manner at various times of the day is essential.</li><li>• Commitment to equalities and the promotion of diversity in all aspects of working</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Working knowledge of The Children Act 1989.</li><li>• Knowledge and understanding of KCC's policy and procedures Relating to Children's Social Services.</li><li>• Awareness of Data Protection and confidentiality issues</li><li>• 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</li></ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<ul style="list-style-type: none"><li>• Open to change and challenge and actively encouraging.</li><li>• Flexible in their approach to work</li><li>• Commitment to Equal Opportunities</li><li>• Self-sufficient, taking personal and professional responsibility for our actions and performance.</li></ul> <p><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• Open</li><li>• Invite contribution and challenge</li><li>• Accountable</li></ul>