

## Kent County Council

### Job Description: *Social Work Assistant*

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<b>Directorate</b>	Children, Young People and Education
<b>Unit/Section</b>	Specialist Children's Service/ Children's Social Services
<b>Grade</b>	KR7
<b>Responsible to</b>	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**

- 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 and records may be used in court.
- 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.
- Develop and nurture good working relationships with the families, foster carers and other key professionals that we interact with. Supporting in the arrangement of childminders, nursery placements, transport and contact arrangements etc as appropriate, to assist with the successful implementation of the care plans.
- Monitor and evaluate the implementation and effectiveness of your contribution to children's care plans in consultation with other key professionals reporting back to the contact coordinator in supervision about the outcomes achieved in accordance with Directorate requirements.

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: *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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Level 3 Diploma working with children or equivalent qualification. Good basic education & attendance on internal or external childcare courses
<b>EXPERIENCE</b>	Experience of supervising contact session between children and families. Proven direct work and life story work with children, some gained within a local authority
<b>SKILLS AND ABILITIES</b>	Ability to communicate with children and young people  Excellent interpersonal skills in order to communicate with colleagues  Ability to work effectively in a team  Good report writing skills and ability to communicate clearly in writing
<b>KNOWLEDGE</b>	General working knowledge of The Children Act 1989, and working knowledge of childcare practice
<b>PERSONAL QUALITIES</b>	Trustworthy and respecting of confidentiality  Flexible  Commitment to Equal Opportunities  Willingness to undergo training  Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day
<b>BEHAVIOURS AND KENT VALUES</b>	<b>Kent Values:</b> <ul style="list-style-type: none"><li>• We are brave. We do the right thing, we accept and offer challenge</li><li>• We are curious to innovate and improve</li><li>• We are compassionate, understanding and respectful to all</li><li>• We are strong together by sharing knowledge</li><li>• We are all responsible for the difference we make</li></ul>