

<b>Directorate:</b>	<b>Children, Young People &amp; Education</b>
<b>Unit/Section:</b>	<b>Specialist Children's Services</b>
<b>Grade:</b>	<b>KR7</b>
<b>Responsible to:</b>	<b>Team Leader/Senior Practitioner/Practice Supervisor</b>

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

Assist Social Workers who work with Looked after Children, Children in Need and Children subject to Child Protection plans and care proceedings.

Assist with supervising contact between children and their parents, and to assist Social Workers to complete change promotion work within vulnerable families that are held within the Children and Families Long term Team.

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

- Provide support to Social Workers in the discharge of their responsibilities, as defined by the Team Leader, to ensure that children are safe within their role as Social work Assistant, as well as interim regular visits as defined by the Team Leader, and that the views of children are noted, according to statutory requirements.
- Develop a good working relationship with Education and Health staff to ensure that positive outcomes for all children in the team are achieved, as identified in their individual plans.
- Maintain a record of visits and contacts concerning children within the team and those requiring respite care, including the administration of LAC forms and those concerning the placement of children, ensuring that procedures run smoothly and within agreed guidelines, to enable Social Workers to monitor the progress of the children concerned.
- Contribute written reports and information concerning the needs, problems and progress of the children in the team and to ensure that Social Workers are fully informed of each case and to enable them to make informed decisions concerning future steps.
- Assist with the monitoring of children receiving a regular package of services in a variety of settings, to ensure that individual plans are carried out within the relevant timescales.
- Develop a good working relationship with the families, foster carers and other key professional contacts of the children concerned, arranging childminders, nursery placements, transport and contact arrangements etc as appropriate, in order to assist with the implementation of the Care Plans.
- Liaise with external agencies to gather information for child protection enquiries, or for initial and core assessments, to enable the Social Workers to carry out thorough investigations or to make informed decisions concerning Care Plans and to ensure that the welfare of the child is paramount.

Our procedures comply with DPA and your application will be processed and stored appropriately.

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- Undertake case summaries and compile chronologies for all children's groups as required, to ensure that comprehensive and accurate information is available to Social Workers and Team Leaders so that timely decisions can be made around interventions.

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.

## Kent County Council

### 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>	NVQ Level 3 in childcare or equivalent
<b>EXPERIENCE</b>	Proven direct 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 child care 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>  <b>Open</b>  <b>Invite Contribution and Challenge</b>  <b>Accountable</b>