

## Kent County Council

### Job Description : *Social Work Assistant*

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<b>Directorate</b>	Children, Young People and Education
<b>Unit/Section</b>	South Kent Contact Service (children in care)
<b>Grade</b>	KR7
<b>Responsible to</b>	Contact Co-ordinator

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

Work as part of the Kent Contact Service within The Children's social work service to support and deliver supervised family time to the children and families that we engage with, in line with statutory requirements, directorate policy and national legislation.

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

- 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.
  - Manage and keep a record of schedules of visits and contacts for appropriate children, to support in the smooth running of procedures within agreed guidelines, enabling Social Workers to monitor the progress of the children concerned.
  - Facilitate, supervise and document supervised family time 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 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

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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>Qualifications</b>	Educated to GCSE Level or equivalent (English GCSE necessary)
<b>Experience</b>	Previous experience of working with children.
<b>Skills and Abilities</b>	<p>Ability to communicate with children and young people</p> <p>Excellent interpersonal skills in order to communicate with colleagues</p> <p>Ability to work effectively in a team and independently</p> <p>Good report writing skills and ability to communicate clearly in writing (reports can be presented to court)</p> <p>Ability to travel across a wide geographical area to meet the requirements of the service and transport children on occasion</p> <p>Commitment to equalities and the promotion of diversity in all aspects of working</p>
<b>Knowledge</b>	<p>Working knowledge of The Children Act 1989.</p> <p>Knowledge and understanding of KCC's policy and procedures relating to Children's Social Services.</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 Behaviours**

Open to change and challenge and actively encouraging.

Flexible in their approach to work

Commitment to Equal Opportunities

Self-sufficient, taking personal and professional responsibility for our actions and performance.

**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**