



## **JOB DESCRIPTION**

**JOB TITLE:** Social Work Assistant

**DIRECTORATE:** Children's Services

**SECTION/DIVISION:** Children's Social Care

**GRADE:** BBCU7

**DATE PREPARED:** 20<sup>th</sup> May 2013

**REPORTS TO:** Team Manager/Advanced Practitioner

### **JOB PURPOSE:**

The focus of the role is family finding for children requiring long term foster placements. The post holder will work closely with children, their social workers, foster carers and supervising social workers to develop profiles and seek long term placements for children. To maintain a focus on the child and securing positive outcomes for children's permanent care.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- To assist in making the necessary arrangements to meet service user needs identified by a social work assessment or care plan
- To ensure that the child's wishes and feelings are heard and appropriately recorded and communicated within the work undertaken
- To undertake any practical tasks identified within care plan, or as directed by the Team Manager
- To undertake some direct work with children and/or their families as directed by the Team Manager
- Notify the Team Manager or the case responsible Social Worker any changes in a client's needs or circumstances, requiring the need for further social work assessment or intervention
- To maintain full and accurate records in accordance with departmental procedures and to ensure Quality Assurance requirements are met
- To participate in supervision, annual appraisal and staff development training as appropriate
- To ensure that services are provided in accordance with the department's equal opportunities standards and that the child's/young persons diversity is acknowledged and respected
- To represent the department in appropriate meetings and forums
- To ensure that services are provided in accordance with departmental standards and objectives of Quality Assurance, with due regard to health and safety requirements



## SELECTION CRITERIA

The Selection Criteria for the post should include qualifications, relevant experience, skills/abilities and styles/behaviors essential to perform the post

Criterion	
<b>A</b>	Must be educated to A level standard or equivalent NVQ, NNEB
<b>B</b>	Must have proven experience of working with children, and their families/carers in a relevant setting
<b>C</b>	Must have experience of working to procedures within a complex organisation
<b>D</b>	Must demonstrate the ability to speak fluent English at a level appropriate to be able to carry out the duties of the post and deal with the general public, colleagues and staff in other agencies
<b>E</b>	Must have a good level of literacy and numeracy
<b>F</b>	Must be IT literate
<b>G</b>	Must have good interpersonal skills to plan work load effectively
<b>H</b>	Must have a flexible approach to work
<b>I</b>	Must have a positive and flexible attitude to change and development in service
<b>J</b>	Must have a driving license and use of a vehicle for business purposes, or be able to otherwise demonstrate the ability to travel to sites around the Borough and beyond in an efficient manner
<b>K</b>	Must be able to work flexible and unsocial hours

<b>DBS Check Required</b> (please indicate the legal reason for DBS – if in doubt discuss with HR)	<input type="checkbox"/> Not applicable for this post <input checked="" type="checkbox"/> Direct supervised or unsupervised contact with children or vulnerable adults <input type="checkbox"/> Working within Fostering & Adoption Service (Any post) <input type="checkbox"/> In a position of authority/trust (Senior Management) <input type="checkbox"/> Other (please specify):
<b>GCSX/PSN User</b>	<input checked="" type="checkbox"/> Yes – criminal records check for unspent convictions required <input type="checkbox"/> No
<b>Work Related Travel</b> (please indicate as appropriate)	<input type="checkbox"/> Not required <input checked="" type="checkbox"/> Ability to travel around the county <input checked="" type="checkbox"/> Designated car user
<b>Health &amp; Safety Risk Assessment</b> (please indicate which are applicable)	<input type="checkbox"/> Manual Handling activities <input checked="" type="checkbox"/> Regular exposure to mental pressures and demands <input checked="" type="checkbox"/> Visual Display Equipment – regular use <input type="checkbox"/> Exposure to substances hazard to health <input type="checkbox"/> Exposure to infection <input checked="" type="checkbox"/> Risk of verbal abuse <input checked="" type="checkbox"/> Risk of physical assault <input checked="" type="checkbox"/> Working alone <input type="checkbox"/> Adverse environmental conditions <input type="checkbox"/> Use of dangerous machinery <input type="checkbox"/> Driving PSV/HGV vehicles