

Job Profile

Position Details	
Post	Social Worker Assistant
Service Area	Children's Services
Reports to	Team Manager
Grade	SC6
Job Family	Children's Services

Role Purpose
You will assist the delivery of parenting programmes, including specialist PAMs parenting assessments and support the teams to deliver a high-quality social work service to children and families working in partnership with other statutory and third sector organisations. You will also participate in team and other service meetings and activities as appropriate.

Main Responsibilities
<ol style="list-style-type: none">1. To deliver a high-quality service to children and families in need and in need of safeguarding aimed at ensuring best outcomes for children and Young People.2. To assist with assessment of children's needs and to help complete assessment within timescale.3. To regularly formulate, update and implement children/ Young People's care plans in conjunction with the supervising manager4. To undertake direct work children, young people and families, to gain understanding of their emotional world. As parting of parenting programme.5. To work in partnership with parents and carers in order to ensure contact is maintained, where appropriate, and that they are kept regularly updated on their child's progress.6. To supervise contact between parents and their children and record these contact sessions in a timely, accurate and literate manner on the prescribed format.7. To ensure that all expenditure on cases is properly authorised and recorded, and that cases with financial packages are regularly monitored and reviewed.8. To promote the welfare of children and young people with particular regard for their age, sex, health, race, religion, culture and life experiences9. To assist social work staff in the production of reports for decision making forums as required.

10. To maintain and develop up to date relevant skills and knowledge of current legislation, policy and social work practice, through training as required or agreed by Team Manager.
11. To organisation and contribute to the implementation of group work programmes.
12. To take responsibility for managing an individual caseload, having regard to the relative needs of all service users and ensuring an effective use of time and resources.
13. To bring any issues of concern regarding a Child or young person or a placement to the immediate attention of the supervising or duty manager where there is reason to believe a child may be at risk of harm or have been harmed
14. To attend and make use of supervision and staff appraisals.
15. To contribute through team meetings and organisational events to the development of the service.
16. To maintain accurate and up to date electronic case records in line with Departmental policies and procedures.
17. To use information technology systems to carry out duties.
18. To report any concerns about abuse or malpractice by colleagues, in line with the Council's Whistle Blowing Policy.
19. To work flexibly in line with needs of the service which will entail working outside of normal office hours and occasional weekend working
20. To ensure that all legislation and local council policies regarding Health and Safety are adhered to.
21. These activities may be varied from time to time to meet the changing needs of the service.

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

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Main Contacts & Other Information

Main Contacts:

Service Users

Internal and External stakeholders

Other Information:

This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.