

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
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 manager 4. 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 experiences 9. 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.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Understanding of issues relating to the education, emotional and physical/social well-being of children from diverse backgrounds.	E

Knowledge and awareness of issues relating to discrimination, disadvantage and the practical application of equalities legislation and policy.	E
Demonstrative commitment to equalities in employment and service provision.	E
Understanding of Council policy on equalities	E
Ability to work as part of a team.	
Ability to undertake work independently.	E
Ability to plan and prioritise work.	E
Ability to identify and assess needs and prepare simple service plans for looked after children.	E
Knowledge of Children's Act 1989 applied to the priorities of the child's welfare and partnership with parents.	E
Ability to initiate, draft and produce reports.	E
Ability to deal with general correspondence and record casework.	E
Ability to communicate with children appropriately.	E
Ability to communicate effectively with parents, carer's and professionals in order to assess children's needs in formal settings.	E
Ability to maintain a professional response with service users who may be feeling distressed or angry.	E
GCSE or equivalent in English Language	E
Diploma in Systemic Thinking	E
Experience of social care work in a voluntary or statutory setting.	E
Direct experience of working with people from different racial and cultural backgrounds	E
Experience of writing reports and other record keeping.	E
Experience of implementing group work parenting programme	E
Experience of using various practice models to support children young people and their families. For example, Triple Parenting Programme.	E

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.

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x				
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				No

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes		Use of a computer.	Yes	
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	Yes		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	

Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:

N/A

Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:

N/A

Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:

N/A

Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:

N/A

Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:

N/A

Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:

N/A