



## Social Worker Assistant

<b>Reports to:</b>	Deputy Team Manager or Team manager		
<b>Department:</b>	Children and Young People	<b>Grade:</b>	<b>SO1</b>
<b>DBS Status:</b>	Enhanced and barred from working with children	<b>Politically restricted:</b>	No
<b>Job Purpose:</b>			
<ol style="list-style-type: none"> <li>1. To deliver statutory services for children and families in line with the relevant legislation including The Children Act 1989.</li> <li>2. To carry out specific tasks and duties in relation to complex cases where the case responsibility is held by an allocated social worker or a Consultant Social Worker.</li> <li>3. To undertake these duties within agreed departmental service objectives, policies and procedures and to promote the Council's Equal Opportunities Policy</li> <li>4. To ensure that IT systems are developed and maintained to support the business of the team.</li> </ol>			
<b>Values</b>			
<p>Collaborate proactively.  Lead inclusively.  Embrace change.  Be bold and curious.  Celebrate and share our success.</p>			
<b>Principal Accountabilities and Responsibilities:</b>			
<ol style="list-style-type: none"> <li>1. To meet with children, their families and carers in an office or home environment, or elsewhere with a view to carrying out risk or child and family assessments and human rights assessments.</li> <li>2. To hold an allocated caseload and be responsible for the provision of direct services to children in need and their families. This will involve carrying out assessments of need and providing practical and supportive services based on those assessments, reviewing plans for children and families including child in need plans and support plans within the London Borough of Brent's policies and procedures. To coordinate multi-agency support plans.</li> <li>3. To provide practical and supportive services to those service users for whom they are the allocated worker. This will include working with children and families in need of support, families on the threshold of child protection concerns, those subject to child protection plans and/or care plans.</li> <li>4. To act as a source of advice and expertise to families, health, education and social care professionals in developing and implementing agreed care plans for children and young people.</li> </ol>			

Version:

Date of Job Evaluation:

5. To keep social workers/team managers informed of situations where a child(ren) could be at risk of harm or where a more comprehensive assessment of need is indicated.
6. To contribute to the assessment of needs on more complex cases where a social worker or other professional is already involved. To keep other professionals informed of developments and alert them to situations where a child(ren) is at risk of harm or where they require a more comprehensive assessment of need.
7. To write reports, maintain records and attend any meetings or Case Conferences in relation to children and young people, parents or carers. To provide specific reports in cases where the Department is involved in legal proceedings and to attend the court as necessary.
8. To take responsibility for working on own initiative in relation to the allocated cases.
9. To carry out specific, defined tasks on cases which might be already allocated to a social worker or other professional where these have been identified and specified in a Care Plan. This will include specific tasks in relation to Looked After Children, children subject to Child Protection Plan, on the Child Protection Register, Disabled Children, children with special educational needs and disability, Unaccompanied Asylum Seeking children or any child or family receiving services from the Department.
10. To provide families with practical advice in relation to budgeting, parenting and household management and to provide basic rights welfare advice etc. To be the single point of contact for service users assigned to them.
11. To help with the transporting of children to and from appointments, foster carers or other placements as advised by the social worker/team manager.
12. To provide mentoring to young people which might include taking young people out and undertake direct work with them in the community.
13. To work with parents and/or children in groups around specific issues as identified by the Social Worker or Team Manager. This could include practical parenting skills, dealing with adolescents, budgeting, welfare advice etc.
14. Service development involvement, both at a local level and contribution to national changes in the area of No Recourse to Public Funds, in conjunction with the Child In Need Co-ordinator.
15. To be prepared to give out of his/her time and learned expertise to support the development of new initiatives and Departmental Change Programme.
16. To establish a supportive and trusting relationship with children, young people and their families/carers with respect to confidentiality related to individual case work.
17. Wide range of internal and external contacts and partnership working.
18. Contribution to a high performance team.

19. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
20. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection and Health and Safety policies and procedures.
21. Undertake any other duties commensurate with the general level of responsibility of this post.

**Essential Requirements (key skills & qualifications)**

- Qualification in childcare e.g. NNEB, NVQ Level 3, Access to Social Care NVQ Level with evidence of competencies of English and Maths. Or educated to A Level standard with English and Maths GCSE or equivalent.
- Demonstrable willingness to attend relevant training and development opportunities.

**Knowledge and Qualifications**

- Knowledge and understanding of child protection and how a Social Work Assistant will contribute to safeguarding children and young people including those with complex needs, disabilities and special needs.
- Knowledge of the range of activities, parenting programmes and other relevant means to support children and families.
- Knowledge of social policy and relevant legislation in relation to children and young people and their families.

**Experience**

- Statutory or voluntary experience in working with children, young people and families.
- Demonstrate an understanding and commitment to the needs of children, their families or carers and normal child development.
- Demonstrate the ability to work within the frameworks as defined by legislation, departmental procedures and policies relevant to work with children, their families and carers.
- A commitment to the Council's equal opportunities policies and the ability to understand and implement the policies in relation to the job description.
- Experience of multi-disciplinary agency working within a multi-cultural environment.
- Experience of having assessed the needs of children and young people, devise outcomes and support plans.

**Skills and Abilities**

- Ability to communicate and clearly in writing and verbally with service users, carers and other professionals.
- Ability to write analytical and concise reports including children and family assessment and court reports
- Ability to understand and analyse child care legislation and procedures.
- The ability to think analytically and to plan, implement and review work with clients referred for family support services.



- Ability to prioritise workload and to work in an effective way using time management skills when under pressure in order to work towards deadlines and timescales.
- Demonstrate an ability to work with other professionals and agencies and to make arrangements on behalf of users of the service.
- The ability to work in a social work team and liaise with other professionals, able to demonstrate reliability and responsibility.
- The ability to maintain appropriate records, clear verbal and written communication, and to demonstrate an understanding into the importance to do this.
- Ability to empathise with deprived families and work with them to find practical solutions to their problems.
- Ability to work flexibly; including at weekends; during school holidays; some late evenings to provide responsive and quality service to children and families.
- An ability to reflect on and improve own practice.
- Understanding of sensitivity and confidentiality in all aspects of work undertaken and be aware of relevant legislation i.e. Data Protection Act.

**Budget Responsibility and Overall Headcount (Hay posts only)**

*Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs*

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