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| **Job Description** | |
| **Post title** | Social Work Assistant |
| **JE Reference No** | A5506 |
| **Grade** | Grade 6 |
| **Service** | Children and Young Peoples Services |
| **Service Area** | Childrens Social Care, Looked After and Permanence Service |
| **Reporting to** | Team Manager, Looked After Children and Permanence Service |
| **Location** | Your normal place of work will be an approved location, but you may be required to work at any Council workplace within County Durham |
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| **DBS** | This post is subject to an Enhanced Disclosure |
| **Flexitime** | This post is eligible for flexitime |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State |

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| **Description of role** |

To support and assist social work staff to provide an effective and responsive social work service to children and young people in need, their families and carers. The post holder will be responsible for the delivery of high-quality support services in line with statute, regulation, national standards, policy and procedure.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

* To implement Children’s Care and LSCB policies and procedures in order to manage risk and implement decisions which ensure that children and young people are safeguarded, and their life chances are enhanced and promoted.
* To assist qualified practitioners in the implementation of specific tasks identified in the care plan or by the care team.
* To contribute to the assessment of need of children, young people and their families/carers.
* To contribute to the development and implementation of a range of care plans and the monitoring/ review of these plans.
* To work in partnership with children, young people, their families and carers in contributing to plans which focus upon the child/young person’s strengths and wishes.
* To work effectively and creatively with colleagues within the County Council and with partner agencies from the statutory, voluntary and independent sector.
* To ensure that accurate records are maintained which reflect decision making and to prepare and present reports where appropriate.
* To ensure that children, young people, their families and carers views are at the centre of the service and promote their participation in all aspects of service delivery.
* To participate in service developments designed to maximise children and young people’s engagement, promote the quality of services and improve outcomes for young people.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * 5 GCSEs (A-C grades) or equivalent relevant qualification |  |
| Experience | * Substantial experience of direct work with children, young people or families in a social care, health, education, housing or youth and community setting, gained through paid employment or voluntary work | * Substantial experience of direct work with children, young people or families in need |
| Skills & Knowledge | * Hold a current driving licence and have access to a car or access to a means of mobility support. (If driving must have current valid driving licence and appropriate insurance) * Ability to work flexible hours * Ability to communicate clearly – verbally and in writing * Ability to form effective working relationships with young people and their families/carers * Ability to work in partnership with other agencies * Ability to contribute to the assessment, monitoring and review of plans. * Ability to work as part of a team * Ability to work on own initiative, to organise workload * Good listening skills * Ability to deal with emotional distress and challenging behaviour, including aggression * Awareness of the role of social care organisations and resources provided by the statutory, voluntary and independent sector for children, young people, their families and carers | * Information Technology skills * Ability to network, negotiate and advocate on behalf of children, young people and their families * Ability to support children and young people’s participation * Knowledge of legislation and standards relevant to the post * Knowledge of Children’s Rights legislation * Awareness of the services available for children and young people in need * An understanding of child and adolescent development |
| Personal Qualities | * Enthusiasm for working with children and young people and their families/carers * Commitment to achieving positive outcomes * Commitment to promoting equality and diversity * Commitment to working in an empowering and non-judgemental manner |  |