Senior Practitioner
Children's Records

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Recognised Social Work Qualification, e.g., CQSW, CSS, DipSW, Degree in Social Work, or equivalent, with (progressed only) at least 2 years post qualifying experience in social work in a child and family setting
2. A minimum of 3 years post qualifying experience in a children and families setting
3. Knowledge and understanding of the Children Acts of 1989 and 2004
4. Able to demonstrate effective assessment, planning and evaluation skills
5. Excellent recording and report writing skills using electronic data information systems
6. Excellent file management skills with the ability to produce quality documentation for a range of individuals or agencies
7. Time management skills with the ability to prioritise tasks
8. Sound knowledge of child care practice, safeguarding and the range of services provided by Children's Social Care Services
9. Knowledge of Data Protection Act
10. Experience of working in partnership with service users, carers, service providers and other professionals

11. Commitment to assisting and supporting the development of colleagues
12. Able to handle problems and difficult situations calmly and sensitively
13. Knowledge and understanding of the Children Acts of 1989 and 2004
14. Ability to work with sensitive information confidentially
15. An understanding of the Data Protection Act and its application

Desirable

1. Able to process sensitive recorded material and extract relevant passages for service user access
2. Counselling qualification or equivalent
3. Information Technology skills
4. Experience of providing service users with access to personal information
5. Experience of promoting and enabling service user rights

Additional Requirements

1. Regulated Activity DBS Disclosure Certificate
2. Suitability to work with client group
3. Current HCPC Registration
4. Flexible approach to work, location, duties and hours

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?