

Job Description



Date	October 2017
Post Title	Social Work Assistant
Post No.	SSCF0219
Grade	Grade 5
Section	Child Protection Unit
Service Area	Children and Family Services
Service Grouping	Social Well-being and Housing
Responsible To	Planning and Development Officer

Job Purpose

To support the work of the unit in the delivery of services. Working primarily with Children subject to Special Guardian Orders (SGO) and Residence Order (RO) and their families. The role is primarily to undertake annual financial assessments with carers and to provide advice and assistance. Other responsibilities will be to undertake file redactions. The post is primarily office based.

Key Results Areas

1.0 Operational Activities

- 1.1 To take referrals and process according to Service Sector guidelines and standards.
- 1.2 To undertake Special Guardian Orders / Residence Order annual financial assessments
- 1.3 To support children subject to SGO / RO and their families
- 1.4 To inform the Social Worker/Line Manager of any concerns which arise in relation to safeguarding.
- 1.5 To support requests to access personal information, including file redaction, and safeguarding checks
- 1.6 To work in partnership with Service Users, Service Providers and the Voluntary Sector.

2.0 Administration

- 2.1 To ensure that all record keeping is accurate and complete, using the appropriate Service Sector system as appropriate.

3.0 Personal Contribution

- 3.1 To be committed to personal development and attend training as requested.

4.0 Team Contribution

- 4.1 To generally assist other colleagues to ensure the smooth running of the Team.
- 4.2 To attend Team Meetings and undertake any necessary and appropriate team duties and activities.

Qualifications and Experience

Educated to "A" level standard or possess an NVQ Level 3 Social Care Qualification

Supervisory Responsibilities

None

Supervision Received

To receive supervision from the Line Manager in line with the Service Sector Supervision Policy

Principal Contacts

Social Workers
Colleagues
Clients and families
Other Health Professionals

Special Conditions

Disclosure and Barring Service

This post will result in you having contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will be subject to a Disclosure and Barring Service Check. Further information about Disclosures and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement.

<p>This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.</p>
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Job Requirement



Date **October 2017**
Post Title **Social Work Assistant**
Service Area **Children and Family Services**

Requirement	Essential or Desirable	How Tested (S) used at Shortlisting
Education/Qualifications/Knowledge		
1.1 Educated to "A" level standard or possess an NVQ Level 3 Social Care Qualification.	E	Application Form (S)/Interview
1.2 An understanding of the principles of social work practice and underpinning legislation.	E	Interview
1.3 Be familiar with the services provided by the Service Sector.	E	Application Form (S)/Interview
Experience		
2.1 Be able to demonstrate experience of working with children/young people and their families in a social care setting or undertaking voluntary work with this client group.	E	Application Form (S)/Interview
2.2 Demonstrate an understanding of Assessment and Care Planning Management.	E	Application Form (S)/Interview
Aptitudes and Skills		
3.1 Be able to work within a complex professional environment.	E	Interview
3.2 Be able to work under pressure and handle sometimes conflicting demands.	E	Application Form (S)/Interview
3.3 Be able to work directly with social workers, undertaking joint tasks.	E	Interview
3.4 To understand the boundaries of the role.	E	Interview
3.5 Be able to work alone and use initiative within boundaries set by Team Manager.	E	Interview
3.6 Be able to communicate effectively verbally and in writing with colleagues.	E	Application Form (S)/Interview

Personal Attributes

4.1 Hold a current driving licence.	D	Interview
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Circumstances

5.1 IS knowledge/skills.	E	Application Form (S)/Interview
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5.2 Welsh Speaking	D	Application Form
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Equal Opportunities

6.1 Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council	E	Interview
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