

Job Description

DIRECTORATE:	Social Services & Wellbeing
DEPARTMENT:	Children's Social Care/Child Disability & Transition Team
POST:	Social Work Assistant
GRADE OF POST:	GR08
RESPONSIBLE TO:	Senior Practitioner

JOB PURPOSE:

Support the team in managing Children, young people and families in need of care and support and contributing to raising the profile of permanence options as well as creating and delivering a range of support services.

To support young people who are going through the transition pathway who require specialist intervention.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Working with the legislative, regulatory and policy framework of the Children and Adult Services.
- Liaising with families, other agencies, and professionals as appropriate to ensure the needs of disabled children/young people and their families are met. Contribute to assessments of children, young people or family members where required, including support to assess where identified needs are being met and passing relevant information to more senior members of the service, including where gaps in service provision are realised.
- Carrying out care and support assessments, Transition Pathway assessments and contributing to Capacity assessments of the needs of disabled children/young people and their families at the direction of the Team Manager/Senior Practitioner. Case hold Care and Support cases for children and young people as required.
- Developing and contributing to outcome-based care plans that address the needs identified in assessments; monitoring and reviewing the effectiveness of those plans.
- Providing accurate information on available options in response to queries, including identifying support services and arranging for more specialist information to be made available when appropriate.
- Preparing for and participate in supervision and personal development reviews with line manager and identify personal development and training needs.

- Support Social Workers to undertake their responsibilities, including contact arrangements and transporting children/young people.
- Undertake direct work with children and young people and their families, including providing supervised contact sessions.
- Maintaining up to date recording on the electronic files, and relevant documents as required by the directorate and health board to deliver good standards for practice.
- Undertake Duty Desk responsibilities with support of Senior Social Work Practitioner/Team Manager.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Criminal Records Check

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

Person Specification

Social Work Assistant

The following attributes represent the range of skills, abilities, and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • City and Guilds Level 2 Health and Social Care plus: Core & City and Guilds Level 3 Health and Social Care: Practice (Adults and/or children) or predecessor qualification OR • Evidence of study to A Level / Level 4 Diploma standard. • Be prepared to undertake a relevant Health and Social Care Qualification at level 4. • Evidence of continuing professional development. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Production of original Qualification Certificates and application form.</p>
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of undertaking direct work with children, young people, their carers, and their families. • Knowledge of current Social Services legislation Children Act 1989 & 2004 and Social Services and Well Being Act (Wales) 2014. • Knowledge and understanding of issues which affect disabled children, young people/adults and their families. • Experience of working with Information Technology. • Knowledge of statutory Children / Adult Services. • Experience of working within a multi-disciplinary setting or care environment. 	<p>Yes</p> <p>Yes</p>	<p>Interview, application form and selection process.</p>

