

Job Description

DIRECTORATE:	Social Services & Wellbeing
DEPARTMENT:	IAA & Safeguarding Team
POST:	Social Work Assistant
GRADE OF POST:	GR08
RESPONSIBLE TO:	Senior Practitioner

JOB PURPOSE:

Assisting in the provision of IAA service, through a combination of assessments and other practical interventions that assists with the day to day running of the service.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Working with the legislative, regulatory and policy framework of the Information, Advice and Assistance Service.
- Liaising with families, other agencies, and professionals as appropriate to ensure the needs of 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.
- Undertake Care and Support Assessments and ensure individual plans are developed.
- Case hold Care and Support cases.
- Providing accurate information on available options in response to queries 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.
- 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 (Children) or predecessor qualification OR 	Yes	Production of original Qualification Certificates and application form.
	<ul style="list-style-type: none"> Evidence of study to A Level / Level 4 Diploma standard 	Yes	
	<ul style="list-style-type: none"> Be prepared to undertake a relevant Health and Social Care Qualification at level 4. 	Yes	
	<ul style="list-style-type: none"> Evidence of continuing professional development. 		
Knowledge & Experience	<ul style="list-style-type: none"> Experience of undertaking direct work with children and their families within a social work field. 	Yes	Interview, application form and selection process.
	<ul style="list-style-type: none"> Knowledge of current Social Services legislation Children Act 1989 & 2004 and Social Services and Well Being Act (Wales) 2014. 	Yes	
	<ul style="list-style-type: none"> Experience of working with Information Technology. 		
	<ul style="list-style-type: none"> Knowledge of statutory Children's Services. 		
	<ul style="list-style-type: none"> Experience of working within a multi-disciplinary setting. 		
Skills & Personal Qualities	<ul style="list-style-type: none"> Ability to make decisions appropriately and competently with the support of the Team Manager 		Interview, application form, and selection process.
	<ul style="list-style-type: none"> Ability to demonstrate an understanding and sensitivity to the needs of a range of service users. 		
	<ul style="list-style-type: none"> Ability to communicate clearly and effectively, with the ability to present information in written and verbal form, and through the use of IT. 		
	<ul style="list-style-type: none"> Ability to provide advice to the public and other professionals on issues related to service provision. 		

Attributes	Requirements	Essential	Method of Evaluation/Testing
Skills & Personal Qualities Continued	<ul style="list-style-type: none"> • Ability to gather information from various sources to complete multi agency assessments. • Ability to work effectively in a multi-disciplinary setting as a team member. • Ability to prioritise own work and take responsibility for workload management and performance. • Effective interpersonal and people skills and the ability to manage and resolve conflict in a positive way. • Ability to gather information from various sources to complete multi agency assessments. • A demonstrable commitment to equalities and anti-discriminatory practice and ability to integrate equality policies into practice and support planning. • Full driving licence. • The ability to communicate through the medium of Welsh. 	Yes	Interview, application form, and selection process.