

## Job Description

<b>DIRECTORATE:</b>	Social Services and Wellbeing
<b>DEPARTMENT:</b>	IAA & Safeguarding
<b>POST:</b>	Screening Officer
<b>GRADE OF POST:</b>	GR08
<b>RESPONSIBLE TO:</b>	Senior Screening Officer

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### JOB PURPOSE:

To screen and assess referrals submitted for Early Help support. Identify, need, risk and support required and signpost to relevant support services within Bridgend. To enhance the quality of referrals submitted into Early Help and ensure that the information enables swift and appropriate decision making. To be a point of contact for children, young people and families who are in need of support and can offer advice and guidance regarding services available. To work with staff in Early Help and Safeguarding teams to ensure that they are fully aware of and understand referral routes, process, and services available within the borough. Be responsive and flexible to referrals to assist children, young people and families in accessing the right service at the right time and undertake assessments of family need when required.

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### PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To be the first point of contact for support in Early Help and assess, screen and research referrals ensuring that identified need is met at the earliest opportunity.
- Build constructive and supportive, professional relationships with service users and other professionals ensuring that services are accessed at a time that meets identified need.
- To enhance the quality of referrals submitted into Early Help and ensuring that the correct information is completed.
- To complete assessments of need with children, young people and families where the need arises.
- Work within a co-located multi-agency team enlisting, communicating and co-ordinating with partners in response to identified need.
- Focus on reducing risk and increasing the protective factors within children, young people and families.

- Maintain accurate, up to date, and relevant case recordings and other records as specified in departmental guidance and procedures utilising the Integrated Children's System.
- Prepare and present reports and records to a high standard within agreed timescales.
- Participate in management/reflective practice supervision and appraisal and being actively prepared to do so.
- Contribute to service and team development through team meetings, practice forum and other organisational events.

## **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 record check through the Disclosure & Barring Service (DBS)





Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"><li>• Applicants need to hold a full valid UK driving licence and be willing to use own vehicle on official business journeys.</li><li>• Ability to communicate through the medium of Welsh.</li></ul>	Yes	