



## Job Description

### Senior Social Work Assistant

Job Details	
<b>Grade</b>	GR3
<b>Number of Posts</b>	1
<b>Department</b>	Friends & Family Team
<b>Reporting to</b>	Team Manager/Senior Practitioner

Who Are We?
<p>We are Birmingham Children's Trust.</p> <p>'Working Together to make Birmingham the greatest city to grow up in.'</p> <p>The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.</p> <p>Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.</p> <p>Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.</p> <p><b>Our Vision:</b></p> <p>Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.</p> <p>We will do this:</p> <ul style="list-style-type: none"><li>• with compassion and with care.</li><li>• through positive relationships, building on strengths.</li><li>• in collaboration with children, young people, families and partners.</li><li>• by listening, involving and including.</li><li>• in ways that are efficient and deliver value for money.</li></ul> <p>Success will mean significant progress towards these outcomes:</p> <ul style="list-style-type: none"><li>• healthy, happy, resilient children living in families.</li><li>• families able to make positive changes.</li></ul>



- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

**Our Values:**

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

**Key Responsibilities**

**Scope and Purpose of Role**

- The Team provides post adoption support services to the placement of children whether living in Birmingham or in interagency placements across the country. The work includes a Letterbox Service to all Birmingham children, Assessment of Adoption Support Needs, Stay and Play Groups and social work support to adoptive families.
- We also provide support services to adult adoptees through Birth Records counselling and liaise with other Agencies in their work with adopted children, their families and adopted adults.

**General Duties and Responsibilities**

- To make timely and appropriate responses to all work allocated and maintain comprehensive and accurate case records in accordance with the Directorate's requirements.
- To develop good working liaison with colleagues in the Directorate and to support Area colleagues when there are safeguarding concerns relating to adoption placements.
- To administer, maintain and develop systems as required e.g. monitoring, recording, processing and reviewing of information and letterbox arrangements.
- Sound experience of working with IT systems and data bases.
- To ensure that confidentiality is maintained in all areas and to ensure Data Protection Act principles are adhered to.
- To ensure that safety and security is upheld by adhering to all appropriate policies, reporting and escalating issues appropriately as they arise.
- To participate in any training and support programme as required.



- To work flexibly and as part of a team to ensure cover of all aspects of support services and to provide continuity of service.
- To undertake any other tasks as may be required from time-to-time commensurate with the grading of the post.

Core Skills:

- Communicate effectively
- Report and record information
- Maintain confidentiality of information
- Promote and maintain a healthy and safe working environment
- Work co-operatively and effectively with others
- Acknowledge personal beliefs and identity
- Work with others of similar and different beliefs and ideas
- Promote anti-discriminatory practice
- Promote non-abusive and non-aggressive behaviour
- Evaluate and develop their own practice
- Promote evidence-based practice.

**Key Information**

Is a Safeguarding Check needed?

	Children	Adults	Children and Adults
Basic			
Enhanced	x		

Will this position have Line Manager Responsibility?

No



**Person Specification**

<b>Essential Criteria</b>		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
<b>CRITERIA</b>	<b>Method of Assessment (M.O.A)</b>	<b>ESSENTIAL</b>
Qualifications	AF	Relevant Child Care Qualification or equivalent
Training	AF/I	Commitment to ongoing development
Experience	AF/I	Experience of direct work with children and young people and their families within a children's or family placement setting.
Experience	I	Knowledge of Adoption issues
Experience	AF/I/T	Knowledge and understanding of the permanency needs of children from complex backgrounds.
Experience	AF/I/T	Experience and knowledge of assessing safeguarding concerns and working with those procedures as appropriate.
Skills	AF/I/T	Effective verbal communication skills and written skills to include clear and concise report writing or record keeping.
Skills	I/T	Good organisational and presentation skills.
Skills	AF/I/T	Ability to work effectively with colleagues and other agencies.
Skills	I/T	Problem solving, negotiation and decision making skills.
Skills	AF/I/T	Ability to work in an anti-

		discriminatory manner.
Skills	I/T	Ability to work under pressure, meet deadlines and prioritise appropriately.
Skills	AF/I/T	Ability to be responsible for own work, with support and supervision.
Skills	I	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016
Skills	I	Must be required to have a clear understanding and commitment to equality, diversity and inclusion matters and to promote anti-discriminatory practices and behaviours.
Other	I	Flexible approach to working unsociable hours and travel.

**At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.**

