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|  | **Person Specification** | |  |
| **Job Title** | Short Breaks Coordinator/Social Work Assistant | **Grade** | Level 6  **£28,142 to £31,611**  **Contract: Permanent- 36 hours per week** |
| **Department** | Children’s Services | **Team / Service** | Children with Disabilities |

All applicants will be assessed against the following criteria of the Knowledge and Skills Statement for Child and Family Social Work using these performance indicators throughout the recruitment process.

**E = Essential D = Desirable A = Application I = Interview T = Test**

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| **Selection Criteria** | **Council**  **Value** | **Level of**  **Need** | **How**  **Assessed** |
| Candidates should be able to demonstrate experience and capabilities in the following areas:  **Qualifications**  - Relevant qualification in social care, education, health, or family support (e.g. NVQ Level 3 or equivalent). - Evidence of commitment to continuous professional development.  - Higher-level qualification in social care, education, or related field.  **Experience:**  - Experience of working with children and families, ideally within the disability sector. - Experience of managing or supporting Direct Payment accounts or similar financial systems. - Experience of providing advice or training to families or colleagues. - Experience of partnership working across agencies or services.  - Experience of auditing accounts or managing financial compliance processes. - Experience of commissioning or monitoring short break services. - Experience of contributing to panels or multi-agency decision-making forums.  **Knowledge**  - Understanding of the needs of children with disabilities and their families. - Knowledge of Direct Payments, pre-paid card systems, and monitoring requirements. - Awareness of HMRC requirements for the employment of personal assistants. - Knowledge of safeguarding policies and procedures.  - Knowledge of Education, Health and Care Plans (EHCPs) and the SEND framework. - Understanding of short break commissioning and provision.    **Skills and Abilities:**  - Strong organisational and case management skills. - Ability to work independently and manage a caseload effectively. - Excellent verbal and written communication skills. - Ability to explain financial and administrative processes clearly to families. - Strong problem-solving and analytical skills. - Competent IT skills, including use of case recording systems.  - Ability to analyse engagement data and produce reports for service planning. - Ability to design and deliver training to colleagues and families.  **Personal Attributes:**  - Commitment to equality, diversity, and inclusion. - Resilient and adaptable when working under pressure. - Team player, able to work collaboratively with social workers and social work assistants. - Empathetic and approachable, able to build trust with families. - Professional and accountable, with a strong safeguarding ethos.  - Innovative and creative in developing new approaches to service delivery.  **Relationships and Effective Direct Work**    Experience working collaboratively, cooperatively, and respectfully with multi-agency partners and families, especially within diverse communities.    Experience using creative means of engaging children and families according to their age, level of cognitive development, and their ability to communicate and understand (ie: words and pictures, games or activities, using interpreters).    **Communication**    Experience writing complex and sensitive reports, case notes.    Experience managing your own cases and workload in an organised manner.    Have a proficient ability to speak, write, and read in English, with confidence and accuracy, whilst using the right kind of vocabulary appropriate to a given situation without a great deal of hesitation.    Ability to listen to our children and families, understand their needs, and respond clearly even in complex situations.  Experience using a Signs of Safety approach to using a strengths bases analysis that takes account of both strengths, signs of safety, and areas of risk and concern for children.    **Other requirements:**  - Enhanced DBS clearance. - Willingness to work flexibly, including occasional evenings and weekends. - Ability to travel to family homes, providers, and meetings within the borough. | Collaboration,  Open &  Accessible      Collaboration,  Open &  Accessible            Listen &  Respond,                    Listen &  Respond, Impact | E          D          E              D                E          D  E  D  E | AI          AI          AIT                AI                AIT          A  AI  A  D |

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This position is exempt from the main provisions of the Rehabilitation of Offenders Act 1974. This means the Act permits the disclosure of any “spent” or “unspent” convictions, cautions or reprimands that are not “protected” as defined under the Exceptions Order 1975 (2013). This is due to this position is working with vulnerable children and adults and is thus deemed a “regulated activity” as defined by the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012. This means checks will also be made against barring lists related to working with vulnerable children and adults.

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, prohibit that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

* Whether the conviction is relevant to the position applied for.
* The seriousness of any offence revealed.
* The age of the applicant at the time of the offence(s).
* The length of time since the offence(s) occurred.
* Whether the applicant has a pattern of offending behaviour.
* The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned.
* Whether the applicant's circumstances have changed since the offending behaviour.

We will not undertake a DBS check unless an offer of employment is made. It is important that applicants understand that failure to disclose any convictions, cautions, reprimands or final warnings that are not “protected” could result in withdrawing an employment offer, or later disciplinary proceedings or dismissal. For further information on which disclosures are considered “protected” and thus may be “filtered” from a disclosure, please visit

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>