

# Job Description

## Position Details

<b>Position:</b>	Special Guardianship Order (SGO) Support Worker.
<b>Directorate:</b>	Children, Young People & Families
<b>Service:</b>	Placement team
<b>Position no:</b>	
<b>Grade:</b>	Grade 6
<b>Hours of work:</b>	37 (Monday- Friday 9-5pm)
<b>Work style:</b>	Agile Worker
<b>DBS required:</b>	Enhanced Disclosure with Child and Adult Barred List
<b>Contact:</b>	Rebecca Lewis/Danielle Smith – 01495 369620
<b>Date:</b>	

**Politically Restricted?**    Yes\*    No

\* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

## About the Position

Reporting to:            Team Manager – Danielle Smith.

Responsible for:        Providing a service to children, their families or carers, which will include group work, support groups and direct work with children and carers in Special Guardianship arrangements

## Principal Accountabilities

- To offer support, advice and guidance to Special Guardians and children in their care following the orders being granted by the court.
- To organise and attend events, training and support groups both within and outside of the Local Authority, which may take place outside of usual office hours including weekends
- To undertake specific direct work with Special Guardians and children in their care in order to support these placements
- To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
- To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
- To maintain accurate records in accordance with Directorate Policy, Guidance and Legislation
- To establish and maintain effective working relationships with service users, carers and colleagues in social services and other agencies.

- To work effectively as a team member and contribute to the development of the team.
- To communicate effectively with service users, carers, care management staff and other relevant professionals.
- To regularly attend and contribute to supervision, team meetings, case reviews and other relevant meetings.
- To demonstrate a commitment to personal development by participating in training and if appropriate to work towards a relevant qualification.
- To have knowledge of corporate policies and procedures and to work in accordance with them.
- To work in an anti discriminatory way and respect the rights and beliefs of individuals.
- To respond to situations that require immediate action as directed by your Team Manager or Senior Practitioner.
- To undertake any duties appropriate to the grade and role, as directed by the Director of Social Services.

### **General Accountabilities**

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

# Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
<b>Qualifications</b>		
5 GCSEs (or equivalent) including Maths and English	E	A
NVQ Level 3 in Health & Social Care or equivalent qualification in a relevant field	E	A
Proven experience of working with children and their families in a statutory setting or within a voluntary organisation	E	A & I
Experience of working with other agencies to meet the needs of children and their families	E	A
Level 1 and 2 Safeguarding and knowledge of child protection procedures, information sharing and tiers of intervention	E	A
<b>Experience</b>		
Understanding of the needs of children who are in need of intervention and may require additional support services.	E	A / I
Ability to work to stringent, predetermined time scales.	E	A
Ability to work independently on the basis of approved objectives.	E	A / I
Ability to work proactively to promote positive outcomes for children, young people and their carers and families.	E	I
<b>Knowledge / Skills</b>		
Good IT / verbal and written communication skills with professionals, children, young people and adults.	E	A / I / PP
Ability to maintain accurate records in accordance with Directorate Policy	E	A / I / PP
Ability to engage effectively with a range of professionals and agencies to promote partnership working	E	A / I / PP
Ability to work as a member of a team	E	A / I / PP
Knowledge and understanding of current research, legislation and good practice in health and social care	E	A / I / PP
Ability to promote anti discriminatory practice	E	I / PP
<b>Personal Attributes</b>		
<b>Special Working Conditions / Requirements</b>		
Full driving licence and access to a car for work purposes.	E	A
The right to live and work in the UK	E	A
Ability to work outside of office hours. (This may include weekends)	E	A / I / PP

<b>Minimum Welsh Language Skill Requirements</b>	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	A
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	-
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	-

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

### **Personal Competencies**

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

<b>Competencies – Delivering the Service</b>	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	PP
Involves line manager / colleagues in setting and meeting targets	PP
Reorganises work when necessary	PP
Sees tasks through to completion whenever possible	PP
Seeks help if workload becomes unmanageable	PP
Uses initiative to report issues that arise that impact on others	PP

<b>Competencies – Improvement and Change</b>	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	PP
Understands that changes are needed if things are to be improved	PP
Finds new and creative ways of doing things better	PP
Actively seeks to develop own skills and knowledge	PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	PP
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	PP
Understands the links between own professionalism and the possible impact on the Authority's image	PP
Has a professional attitude that sets an example to colleagues	PP
Takes pride in own work and that of colleagues	PP
Is respectful, courteous and helpful at all times	PP

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	PP
Recognises potential value of others' opinions and actively seeks their contributions	PP
Asks for help when necessary	PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	PP
Makes sure that people are regularly informed	PP
Uses appropriate language, gestures and tone when talking with others	PP
Checks others have understood & seeks advice when necessary	PP
Actively seeks to improve all forms of communication with others	PP
Communicates professionally by using formal channels appropriate to the situation	PP

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