



JOB DESCRIPTION	
Job Title	Childrens Services Assistant
Directorate	Social Services (Children)
Reports to	Team Manager, Fostering
Location	County Offices, Flint
Job Purpose	
<p>The Post Holder will provide support to Connected Persons Carers and Foster Carers.</p> <p>The Post Holder will work alongside Social Services and Partner Agencies in achieving a full range of support.</p>	

Principal Accountabilities
<p>To provide support to Connected Persons Carers/ Foster Carers as part of a Team.</p> <p>To assist and advise Connected Persons Carers/ Foster Carers in ensuring that they are able to discharge their responsibilities and tasks in accordance with agreed plans and assessments.</p> <p>To develop and sustain relationships with Connected Persons Carers/ Foster Carers and undertake necessary home visits and telephone support.</p> <p>Plan and Facilitate support group meetings. Co-facilitate pre and post assessment training.</p> <p>Maintain and update all electronic recordings and all other relevant documentation.</p> <p>To adhere to guidance and regulation set out by Social Care Wales.</p> <p>To follow County Council Policies and procedures and best practice guidance, to observe work place health and safety standards and maintain a high degree of integrity and confidentiality at all times.</p> <p>Any other duties which from time to time are required in the interests of maintaining or enhancing the quality of care for Children Looked After.</p>

Supervision/Management of People
Supervision of both Foster Carers and Connected Persons Carers
Employment Checks/Specific Requirement i.e. DBS
The post-holder will be subject to a full enhanced DBS check.

Person Specification		
Academic/ Professional Qualification	Essential / Desirable	How this will be assessed?
Minimum of four GCSE passes (or equivalent) grade A-C in English, Welsh and Maths.	Essential	Application
Educated to NVQ Level 3 in a relevant discipline.	Desirable	Application
Knowledge and Experience		
Understanding of the Legal and Regulatory framework which underpins the essence of the service.	Desirable	Applications/Interview
Ability to liaise effectively with other professionals and statutory agencies.	Essential	Applications/Interview
Experience of working with children / young people and families.	Essential	Applications/Interview
To be able to establish and sustain relationships.	Desirable	Applications/Interview
Skills		
An understanding of the effects of disruption in a child's life.	Essential	Applications/Interview/ Assessment
Be able to demonstrate good communication with this care group.	Essential	Applications/Interview/ Assessment
Ability to prioritise your own workload to meet departmental deadlines.	Essential	Applications/Interview
Excellent communication (written and verbal) with the ability to maintain good relationships with people at all levels within the organisation.	Essential	Application/ Interview
Ability to work independently	Essential	Application/ Interview