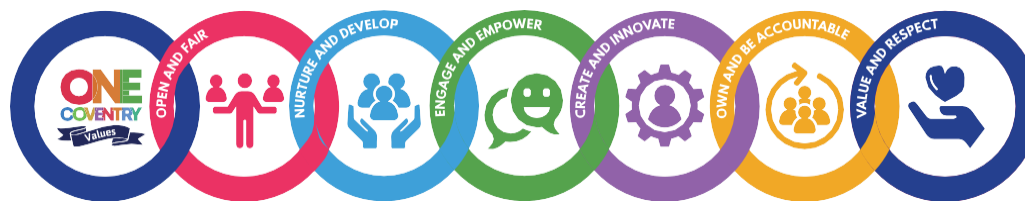


# Job Description and Person Specification



# Job Description

<b>Job Title</b>	Social Worker – Unaccompanied Asylum Seeking Children
<b>Grade</b>	6/7
<b>Service</b>	Through Care
<b>Reports to</b>	Team Manager
<b>Location</b>	Broadgate House
<b>Job Evaluation Code</b>	



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role / Output

To deliver experienced professional social work services to children, young people and families to meet legislative requirements and adhere to the Social Work England Professional Standards.

## Main Duties & Key Accountabilities

The Social Worker for Unaccompanied Asylum Seeking Children will:

1. To be responsible for complex caseloads of unaccompanied asylum seeker children which will include assessment and care planning. Including: planned intensive interventions of looked after children and young people.
2. Implement, monitor and review plans within multi-agency meetings relating to the assessed complex needs of children and young people.
3. Maintain performance and develop practice and experience in line with personal targets as agreed with line manager through supervision.
4. Develop effective working partnerships with those within their families, carers and significant others in the light of the child/young person.
5. To maintain personal and professional training and development to meet the challenging demands of the job
6. To build links in the community so UASC receive information about services they can access locally in the city. A key element of the programme will be to work with community groups to embed this work in the local community so it is sustainable.
7. Coordination of UASC drop-in sessions to provide young people with support and advice with issues that affect them and an opportunity to network with other young people. This will include support with applications for leave to remain and development of independence skills such as budgeting, cooking, managing a tenancy.
8. Group work will be delivered to focus on key issues such as the health needs of young people and to encourage them to remain/ return to education or training.
9. To feed into local UASC policy to ensure that the Local Authority has fulfilled its corporate parenting duties.
10. To maintain an overview all records and data of young people who are UASC and support social workers and PA in identifying necessary

training and support opportunities.

11. To ensure weekly data is sent to UASC administration team in respect of any new UASC.
12. To have a good working knowledge of the Age assessment process and Merton Compliance to be able to complete age assessments (after training if required).
13. To have a good working knowledge of the Human Rights assessment process and compliance to be able to complete Human Rights assessments (after training if required).
14. Input and retrieve data from the service areas designated ICT systems to assist with the collation, monitoring and reporting of statistical information for the purposes of performance management, returns to Central Government and information for other agencies including those internal to the organisation as appropriate.
15. To work in collaboration with the migration team.
16. Maintain detailed knowledge of all relevant legislation, statutory guidance and case law relating to housing, issues concerned with housing, and corporate parenting responsibility. Apply this knowledge to the duties in this post.
17. Attend Training courses as required
18. To comply with Social Work England Professional Code of Practice for Social Workers
19. The post holder should work flexibly outside office hours where required to meet the needs of children, young people and their families.
20. Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> <b>Home Office</b> <b>Health</b> <b>Police</b>	<b>Internal</b> <b>Migration</b> <b>Placement service</b> <b>Education</b>
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

No management responsibility.

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• Knowledge of relevant children's legislation.</li> <li>• Knowledge of Social Care provision.</li> <li>• Knowledge of statutory guidelines and current thinking on good practice.</li> <li>• Understanding of the Children's Social Work Knowledge and Skills Statement</li> <li>• Knowledge of good equal opportunity policy and practice in relation to children's social care</li> <li>• Knowledge of Immigration and Nationality Policy for Asylum Seekers, Coventry UASC policy and procedures, Human Rights Act 2000 and other related legislation/ Government Guidance relating to unaccompanied asylum seeking children</li> <li>• Knowledge of Age Assessment Guidance, Human Rights Assessment Guidance and Information Sharing Guidance for UASC and Merton Compliance</li> <li>• A working knowledge of the National Transfer Scheme Protocol for Unaccompanied Asylum Seeking Children</li> <li>• A working knowledge of the range of issues that unaccompanied asylum seeking children might expect to face and the legal framework (in particular the 1989 Children Act and Children (Leaving Care) Act 2000</li> </ul> <p>Knowledge of the range of services provide by colleagues; teams and other organisations for unaccompanied asylum seeking children</p>	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• Use solution focussed approaches to promote best outcomes for children, young people and their families.</li> <li>• Skilled in anticipating and responding appropriately to situations of conflict.</li> <li>• Effective communication skills, i.e. face-to-face, using the telephone, and writing complete letters, reports and records. Working under pressure, meeting deadlines and dealing with interruptions.</li> <li>• Skilled in planning and undertaking direct work with children, young people and their families.</li> <li>• Self-organisation skills, including coping with duty and an allocated workload, prioritising tasks to achieve goals and meet deadlines, be self-motivate, work autonomously and seek advice when necessary.</li> <li>• A commitment to working in an anti-discriminatory and non-judgemental manner.</li> <li>• Able to follow specific procedures and work within guidelines, using support and supervision appropriately.</li> <li>• Able to recognise when to use statutory or "professional" authority, and use it</li> </ul>	

- sensitively and responsibly, with clarity over the role of the agency.
- The ability to independently interpret and analyse varied and complex information or situations and to produce solutions in both written and verbal format.
- Ability to use a range of evidence-based interventions to effect change with children, young people and families and carers.
- Ability to incorporate research into social work practice.
- Ability to use appropriate information technology software packages



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<b>Experience</b>
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| <ul style="list-style-type: none"><li>• Having completed recording/administrative procedures in line with experience.</li><li>• Team membership and participation.</li><li>• Working with a range of service user groups.</li><li>• Demonstrable experience of working effectively with service users and carers, colleagues and other agencies via negotiation, counselling, giving and receiving information</li></ul> |
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<b>Qualifications</b>
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| <ul style="list-style-type: none"><li>• Degree/MA in Social Work, Dip SW, CSS or CQSW, or a Social Work England</li><li>• validated equivalent from another country.</li><li>• Registration with Social Work England.</li></ul> |
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<b>Special Requirements</b>
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| <ul style="list-style-type: none"><li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li></ul> |
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<b>Date Created</b>	August 2019	<b>Date Reviewed</b>	
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