



Coventry City Council

Job Description

Post:	Social Worker - Unaccompanied Asylum Seeker Children	Job Number:	A5730
Service:	Through Care	Post Number:	
Location:	Broadgate House	Grade:	6

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.

Job Purpose:

To deliver experienced professional social work services to children, young people and families to meet legislative requirements and adhere to the Social Work England code of practice for social workers.

Main Duties and Responsibilities:

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.
- Any other duties and responsibilities within the range of the salary grade.
 - The above duties and responsibilities have been created with sight of the Professional Capability Framework – Experienced Social Worker. Link :
<https://www.basw.co.uk/pcf/PCF04ExperiencedSocialWorkerLevelCapabilities.pdf>

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare

- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

Responsible for:

Responsible to:

Date Reviewed: July 2021

Updated:



Coventry City Council

Person Specification

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Service:	Through Care	Post Number:	
Location:	Broadgate House, Coventry, CV1 1FS	Grade:	6

Area	Description
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Knowledge:	<ul style="list-style-type: none">• Knowledge of relevant children's legislation.
	<ul style="list-style-type: none">• Knowledge of Social Care provision.
	<ul style="list-style-type: none">• Knowledge of statutory guidelines and current thinking on good practice.
	<ul style="list-style-type: none">• Understanding of the Children's Social Work Knowledge and Skills Statement
	<ul style="list-style-type: none">• Knowledge of good equal opportunity policy and practice in relation to children's social care
	<ul style="list-style-type: none">• 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
	<ul style="list-style-type: none">• Knowledge of Age Assessment Guidance, Human Rights Assessment Guidance and Information Sharing Guidance for UASC and Merton Compliance
	<ul style="list-style-type: none">• A working knowledge of the National Transfer Scheme Protocol for Unaccompanied Asylum Seeking Children
	<ul style="list-style-type: none">• 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
	<ul style="list-style-type: none">• Knowledge of the range of services provide by colleagues; teams and other organisations for unaccompanied asylum seeking children



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Skills and Abilities:	<ul style="list-style-type: none"> • Use solution focussed approaches to promote best outcomes for children, young people and their families. • Skilled in anticipating and responding appropriately to situations of conflict. • 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. • Skilled in planning and undertaking direct work with children, young people and their families. • 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. • A commitment to working in an anti-discriminatory and non-judgemental manner. • Able to follow specific procedures and work within guidelines, using support and supervision appropriately. • Able to recognise when to use statutory or "professional" authority, and use it 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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Experience:	<ul style="list-style-type: none"> • Having completed recording/administrative procedures in line with experience. • Team membership and participation. • Working with a range of service user groups. • Demonstrable experience of working effectively with service users and carers, colleagues and other agencies via negotiation, counselling, giving and receiving information
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Educational:	<ul style="list-style-type: none"> • Degree/MA in Social Work, Dip SW, CSS or CQSW, or a Social Work England validated equivalent from another country. • Registration with Social Work England.
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Special Requirements:	<p>This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</p>
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Date Reviewed: July 2021

Updated: