



## JOB DESCRIPTION

| 1. JOB DETAILS   |  |
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| <b>Job Title:</b> Assessment and Planning Worker               | <b>Department:</b> Care  |
| <b>Reports to:</b> Service Manager<br>(Residential/Referrals ) | <b>Location:</b> Harmeny School Campus, Balerno                              |
| <b>Reporting to postholder:</b> None                           | <b>Salary:</b> £29,561 to £32,343 depending on qualifications and experience |

  

| 2. CONTEXT / OVERALL PURPOSE OF THE JOB  |
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| <p>The post holder will be a member of the Assessment and Planning Team and a part of our all-year-round care service. The specific cottage that the post holder will be part of offers care of our young people aged up to 18 years, which operates all year round. Initially, the postholder be part of supporting a transition to that age group with young people already living with us, aged 12-14 years, to continue their care and education.</p> <p>The post holder will contribute to the positive culture and ethos in which the needs of the children and young people are paramount and provide them with security, safety, care and social development to enable them to reach their potential.</p> <p>The post holder will support the Service Manager to raise awareness, understanding and upskill the Residential Care Teams in the assessment and planning process.</p> |

  

| 3. PRINCIPAL RESPONSIBILITIES / KEY AREAS OF JOB  |
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| <p><b><u>Key Responsibilities (General)</u></b></p> <ol style="list-style-type: none"> <li>1. Promote a positive ethos in the school consistent with Harmeny's vision, purpose and core values.</li> <li>2. Adhere to the requirements of the SSSC Codes of Practice and to ensure that the highest possible standards of professional practice are maintained.</li> <li>3. Care for the children's everyday requirements and help create a homely, caring and safe environment for all the children at the school.</li> <li>4. Where required, as a last resort, be capable of implementing physical intervention techniques.</li> <li>5. Have a flexible approach within the timetable and working patterns at the discretion of the Service Managers.</li> </ol> |

6. Participate in role specific, in-service and recognised residential care training.
7. Participate in residential trips and holidays when required.
8. Undertake any other duties delegated by the Service Manager or the Head of Care, which is consistent with the role of an Assessment and Planning Worker.
9. Take responsibility for your post-registration continuous professional learning (CPL) in line with the SSSC registration requirements.
10. Attend supervision, annual performance review, training and other meetings as required.

### **Key Responsibilities (Assessment & Planning)**

11. Be an integral part the Assessment and Planning Team and wider Care staff team.
12. Undertake, as delegated by the Service Manager, responsibility for referral, admission, and transition processes for children and liaison with all relevant external professionals regarding these.
13. Support the Service Manager and colleagues to complete pre-admission and leavers assessment work such as Genograms, Chronologies and Resilience Matrix.
14. Engage children, young people and their families with the assessment process through direct work sessions and home visits, and ensure their views are taken into account.
15. Produce a timely, comprehensive and detailed assessments and evaluations for the children as per Harmeny's guidance and of a professionally acceptable standard. Liaise with Education staff team about progress.
16. Support the ongoing development and integration of new outcomes to enhance and improve the assessment structure and process.
17. Consult, role model and direct the teams to develop interventions that will support children and their family's needs, and build resilience.
18. Support children transitioning from Harmeny by producing and sharing a Transition Pack to support their new carers and professionals.
19. Attend Children Hearings and Reviews and professional meetings to review progress and highlight strengths and needs.
20. Take a lead role, along with the Residential Team Manager, in facilitating and auditing Key Team meetings.
21. Be involved in the development and implementation of cottage improvement plans that reflect recommendations from the Independent Care Review outcomes – "The Promise".
22. Assist in the provision of professional support and direction for Care staff and ability to lead, motivate and inspire a staff group, thus upskilling the wider workforce.

23. Contribute to the delivery of learning and development, as appropriate. This will include supporting the delivery of Resilience and Assessment and Planning induction for staff to gain knowledge of assessment and planning process, thus upskilling the wider workforce.
24. Ability to undertake role of Link Worker or Practice Teacher for social work students on placement.
25. Ability to support the direct work or partnership working with other local authorities or supporting the delivery of relevant external training via our Learning and Development Strategy.

## **PERSON SPECIFICATION**

### **5. QUALIFICATIONS**

#### **Essential:**

1. A qualification in line with the Scottish Social Services Council (SSSC) requirements for Residential Child Care Workers. For more details, please visit [www.sssc.uk.com](http://www.sssc.uk.com).
2. An ability to drive fleet vehicles.
3. A Practice Teacher qualification or ability to work towards this.

### **6. KNOWLEDGE, SKILLS AND EXPERIENCE**

#### **Essential:**

1. Experience in residential work and / or childcare, including working with children with complex social, emotional and behavioural needs.
2. Knowledge and understanding of children who are looked after and accommodated, and children with complex additional support needs.
3. Knowledge of Systemic Family work or ability to undertake training on this.
4. Ability to develop key time resources to meet individual targets.
5. Excellent knowledge of child development, childcare legislation, relevant childcare theories, relevant policy contexts, legal frameworks and procedures.
6. Understanding of the duty of care to children and colleagues.
7. Understanding of the practice issues of physical intervention (PI) and ability to undertake PI when required.
8. Experience, skills and commitment to working within a multi-disciplinary setting.

9. Good communication skills, both written and oral.
10. Reflective practitioner with excellent organisational and administrative skills and computer literacy.
11. Able to contribute to research project to enable Harmeny to share impact of model of practice within sector.

## **7. PERSONAL CHARACTERISTICS / COMPETENCIES – ESSENTIAL**

1. A commitment to high standards of child care practice.
2. Able to lead, motivate and inspire others.
3. A positive and supportive attitude to children and staff.
4. A commitment to Children's Rights and participation of children and their families.
5. A willingness to work a variety of shifts and to perform sleep-in duties as required with a positive 'can do' attitude to work. This will include working late shifts or weekend shifts (as required) within the cottage to offer a mentoring role to residential staff and support the direct work relating to the assessment and planning process.
6. Able to safely drive children and staff to and from outings, activities and external meetings via minibus or fleet vehicle; as such a driving licence is essential. This will also support the direct work or partnership working with other local authorities or supporting the delivery of relevant external training via our Learning and Development Strategy.

## **9. REVIEW**

This document will be reviewed on an annual basis or as required.