



SWYDDI CYNGOR
RHONDDA CYNON TAF
COUNCIL JOBS



Pecyn Gwybodaeth i Ymgeiswyr

Candidate Information Pack

JOB DESCRIPTION

Rhondda Cynon Taf Children's Services are looking to appoint a Child Care Support Worker. You will be based in a social work team and work to the social worker supporting and undertaking direct work with children, young people and their families. This role also supports contact between children and their parents.

Post Reference Number: Various

Date of Job Description: August 2022

Version:

Grade	GR5
Location	Rhondda Principal Office/Ty Trevithick
Group	Community & Children's Services
Division	CHILDREN'S SERVICES
Department/Section	INTENSIVE INTERVENTION
Team/Sub Section	
Responsible to	TEAM PRACTICE & PERFORMANCE MANAGER / PRINCIPAL SOCIAL WORKER
Posts reporting to this post	None
DBS Required	YES – ENHANCED CHILDREN'S WORKFORCE

Why work for Rhondda Cynon Taf Council?

- Rhondda Cynon Taf Council is one of the largest Local Authorities in Wales and our vision is "for Rhondda Cynon Taf to be the best place in Wales to live, work and play, where people and businesses are independent, healthy and prosperous".

If you work for us, everything you do will be about making a positive difference to our community and the public sector.

Our excellent induction, training and development programmes will help you grow in your

role. You will be challenged and supported, with the opportunity to learn new and transferable skills whilst playing your part in helping others.

Our generous annual leave allowance will provide you with 25 days holidays (pro rata, increasing to 30 upon 5 years of completed service), in addition to 8 public holidays. We have an excellent pension scheme with employer contributions and our financial support benefits will help to give you a sense of security and wellbeing for the future. We care about the wellbeing of our staff and our family friendly and inclusive policies allow for flexibility when needed. We offer support and advice including counselling, health surveillance, nurse and physiotherapy services. There are also a number of staff networks for employees including the Allies Network, a Disability and Carers Network, Perthyn our LGBTQ+ Network and Spotlight, open to Black, Asian and minority ethnic staff.

In addition, you will have access to a wide range of staff benefits including discounted 'Leisure for Life' membership, 'Vectis Card' for discounts on hundreds of products and services, Cycle to Work scheme and a technology purchase scheme.

Please see our [career pages](#) to find out more about working for us.

Purpose of the post:

KEY OBJECTIVES

- To safeguard and promote the wellbeing of vulnerable children and young people by undertaking identified activities which support the care and support plan for children and young people and their families;
- To work with other agencies in a multi disciplinary way to deliver the care and support plan;
- To assist in the provision of effective services to support children to continue to live at home or return to family members;
- To work in partnership with young people, their carers and significant others;
- To maintain the highest professional standards in the discharge of this post and to uphold the Social Care Wales Code of Professional Practice; and promote to others within the area of responsibility;

What you will deliver:

1. Preparing and engaging in professional supervision with line manager;

2. Establishing and maintaining good working relationships with colleagues;
3. Identifying and addressing areas for development and training
4. To participate in training and staff development programmes as thought appropriate by the Line Manager;
5. Responsible for identified aspects within the care and support plans;
6. To undertake direct work with children and their families as directed by a Line Manager;
7. To supervise contact as advised by the Line Manager.
8. Attend inter-agency meetings/liaison, e.g. case conferences, strategy meetings when required;
9. To bring to the attention to the case accountable social worker and team manager any immediate concerns regarding the safety of a child or young person;
10. To transport young people and their families;
11. Giving information, advice/and or sign- posting to other services;
12. Ensuring that children and families are aware of the complaints procedures and advocacy services;
13. To work with children and young people on an individual or group basis;
14. To provide advice on budgeting and household tasks;
15. Timely administration of all aspects of caseload to ensure that the recorded caseload fairly reflects work done
16. Ensuring that electronically held records, including case recordings, assessments, care and support plans and reviews are completed and/or updated in accordance with departmental policy and procedures;

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

To comply with the Council's Health and Safety Policies and procedures and undertake any relevant health and safety duties in accordance with local arrangements.

To support the Council to play its part in tackling Climate Change and meeting its Carbon Reduction targets across the services it delivers and also in the goods and services it buys or commissions from other organisations.

All staff have a valuable and vital role in keeping people safe. Any person with concerns regarding the safety of a child or adult at risk, OR the behaviour of a colleague towards a child or adult at risk, has a responsibility to report this immediately. This should be done via the person's Line Manager, Designated Safeguarding Lead or contact the Cwm Taf Multi Agency Safeguarding Hub.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO

TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

Knowledge / Education:

Essential	Desirable
Essential	Desirable
Relevant work experience in relation to (QCF) or predecessor NVQ Level 3 in Caring for Children and Young People or ability to achieve the QCF within 2 years of	Experience of direct work with children, young people and their families Computer literate i.e. Microsoft word/outlook

Essential	Desirable
An understanding of the needs and issues relating to children and their families in Welsh Language Level 1	NVQ Level 3 in Caring for Children and Young People Welsh Language Level 2 Welsh Language Level 3

Competency	Community & Social Care Competency Framework
Competency Areas	Competency behaviours and values
Working with Team Members	Recognises that all team members have different skills and experiences that can be drawn on
	For details about the levels please refer to 'The Welsh Language Skills Guidance' online: www.rctcbc.gov.uk/WelshSkills
Communicating Effectively	Contributes to a strong team spirit of shares responsibility and co-operation Communicates clearly and concisely Genuinely listens to others' views, openly considering what they are saying

Looking After the Service Users' Best Interests	<p>Is able to look broadly at the options possible and works alongside the service users to seek out possibilities</p> <p>Supports and enables service users to make decisions</p>
Earning Service User Trust	<p>Respect service users' individuality, feelings and beliefs, their rights to privacy and make choices</p> <p>Prepares well for contact with service users to ensure productive interactions</p>
Working with Change	Has creative and different ideas about how to move things forward in service areas
Achieving Results	Demonstrates professional competence and consistently delivers high-quality outcomes
Encouraging Professional Development	<p>Continually actively reviews their own development, identifying opportunity to progress</p> <p>Participates in regular reviews and supervisions to identify goals and areas for development</p>
Complying with Health and Safety	<p>Is aware of current and potential risks and hazards within the context of their duties</p> <p>Puts measures in place that minimise risk of incidents</p>

Special Conditions and Professional Requirements

Requirement to travel independently throughout Rhondda Cynon Taf

Enhanced Disclosure and Barring checks on appointment and at periodic intervals

To work in a family supportive manner which might include working evening and weekends