# Job Description

## Job Title: Lead Assessment Social Worker

## Responsible To: Registered Manager

**Job Summary:**

To hold a small case load for a number of families within the unit, taking primary responsibility for co- ordinating these assessments and support plans and assisting in the implementation of key day to day tasks of the establishment.

There may at times be a need to complete community assessments, and viability assessments.

This will include responsibility for the welfare of the residents, managing staff, the admissions, the completion of reports, representation to Local Authorities and at panels, Conference meetings and Strategy Meetings, Legal Planning meetings and attending Court as and when necessary.

**Duties and Responsibilities:**

1. To employ a range of Social Work assessment skills for the benefit of the residents.
2. Understand and update relevant Majestic Family Services policies and practice standards when required.
3. Undertake and assist in implementing recommendations of Ofsted Inspection Reports.
4. Demonstrate a working knowledge and give guidance to other staff on: Regulations for Residential Family Centres, 2002, The Children Act 1989 and 2004, Every Child Matters, Care Standards Act 2000, Equal Opportunities Policies, National Minimum Standards for Residential Family Centres.
5. To assist the manager in the implementation and adherence to the Local Authority Child and Adult Protection Safeguarding Procedures.
6. To demonstrate by example, good childcare practice and a professional social work approach to work with the families through maintaining professional knowledge and skills.
7. To work alongside and in partnership with team members and other professionals (Social Workers, Police, Solicitors, Guardians, Education, and Health) to help families reach targets and expectations as outlined in their placement plans.
8. To be responsible for ensuring that Placement Planning and Reviews take place in accordance with Majestic Family Services policies and procedures, local authority instructions and relevant legislation.
9. To ensure that residents receive a sensitive residential service, which best meets their social, racial, psychological, educational, cultural, physical identity and health care needs.
10. In liaison with other staff, enable and lead the participation of residents in various meetings and groups as part of the residential environment.
11. To ensure residents receive an appropriate service, according to the Statement of Purpose and Function of the Centre and Majestic Family Services policies and procedures, and to ensure that residents facing particular crisis and stresses are offered appropriate additional support.
12. To ensure that residents carry as much responsibility for their own lives as they can reasonably and demonstrably be expected to carry, keeping them informed of their circumstances and rights, involving them in planning their lives, and supporting them and helping them towards taking greater control and responsibility.
13. To ensure that residents, their families and significant others have the opportunity to participate in the placement planning for parents and children as appropriate.
14. To take primary responsibility for and contributing to the multidisciplinary assessment of family’s needs and to participate in the development, implementation and monitoring of placement plans.
15. To be responsible for directing staff in regular individual programmes and direct work with families, and to ensure continuity of this activity.
16. To facilitate contact with family and friends for residents where this is in their best interests.
17. Draw up placement (s) agreements and assessment plans with all those involved in the placement and work alongside social workers, family members, and any other agencies within the placement plan programme.
18. Ensuring that residential staff are keeping you well informed of day to day events in respect of each of your resident families and coordinating each plan of work for the staff to undertake with the families.
19. Ensuring that all assessment are completed within given timescales and cover the objectives of the placement, and comply with any Letters of Instruction.
20. To support staff in the role of key worker, in order to carry out the tasks identified in the placement plan.
21. To participate in maximising the use of the community facilities for the benefit of the residents or those being assessed in the community, developing and maintaining relationships with the local community.
22. To be responsible for ensuring that Family logs are read regularly and signed off.
23. To provide supervision to staff as appropriate.
24. Effective data management of all information regarding resident families and referrals, maintaining confidentiality at all times in accordance with Data Protection Act and GDPR
25. To produce high quality assessments in accordance with Majestic’s assessment templates
26. To be part of the on call rota system.
27. To undertake shift work as and when needed.
28. To assist when necessary with referral screening
29. Attend training courses and other development opportunities as agreed with line manager to ensure compliance with SWE and CPD requirements
30. To perform such other tasks, commensurate with the duties outlined above, from time to time as deemed appropriate