

## JOB DESCRIPTION

<b>Job Title</b>		Screening Officer			
<b>Service Area</b>		Children’s Trust		<b>Function</b>	Child Protection and Assessment Team (CPAT)
<b>Team</b>	Screening Team		<b>Post number</b>	CT	<b>Grade</b> LBR6
<b>Reports to</b>			Team Manager		
<b>Responsible for (include people and resources)</b>			No direct line management but may be responsible for the supervision of trainee and work placement employees on occasion.		
<b>Purpose of Job</b>					
The Screening Officer role is pivotal to the initial management of concerns about children and young people at the ‘front door’ to children’s social care and MASH. The role is responsible for the logging of all contacts into children’s social care, initial screening of contacts and the provision of advice and information of contacts and directly to service users.					
<b>Major duties and responsibilities</b>					
<p>Screening Officers are required to have a high standard of written and spoken English to deal with enquiries from the public, professionals and legal departments.</p> <p>Liaise with professionals from all areas of the Children’s Trust such as the specialist posts within the MASH notably the Domestic Abuse Worker, No Recourse to Public Funds Worker, Health Visitor, Senior Social Worker based at King George Hospital and the Education Welfare Officer. In addition, they liaise with the Lead Designated Officer for the Local Authority (LADO), Early Intervention Team, Schools, Adults Social Services and Housing Services.</p> <p>Complete MASH checks identifying unknown children referrals that are sent into the hub.</p> <p>Identify initially whether the subject is known to the department and if so, whether the case is current. To receive and record telephone referrals on new cases.</p> <p>Complete professional file redacting preparing files for other Local authority Social Workers and professions to view.</p> <p>Direct and signpost members of the public providing advice and information on local services.</p> <p>Work with duty Social Workers and Team Managers to apply the Redbridge Levels of Need, Indicators and Responses to incoming contacts.</p> <p>To follow up and process referrals from the Police on domestic violence.</p> <p>To make referrals to the police where there are safeguarding concerns for children and where details of children are unknown.</p> <p>Receive requests for information and advice and resolve these initial contacts by giving advice and information. To develop links with partner agencies including education and housing, and respond to regular requests for information from CAFCASS, probation and UKBA</p> <p>Give advice and information to service users on money, benefits and access to practical support services.</p> <p>Follow up enquiries on referrals and initial assessments made by duty Social Workers to facilitate quick and efficient responses.</p> <p>Inputting data and reports onto ALERT, a database of Adults of concern which is a list of local sex offenders and other adult concerns. This highly sensitive database is only accessible by Screening Officers, Screening Mangers and Senior Management. It is imperative information is correctly stored and secured as this would be a significant credibility and media risk if there was a breach.</p> <p>Be aware of the boroughs child protection procedures and disseminating this information to members of the public and professionals.</p> <p>Collecting the MASH data and statistical reports for the review of the Team Manager and any Ofsted inspections.</p>					

Screening Officers are responsible for the management of identifying, collating, recording and rectifying duplicate records on the integrated children's system protocol.

Assist the Team Manager in representing the team at external meetings such as MARAC liaising with allocated social workers on the updates on cases, preparing an agenda of case summaries and feeding back the outcomes of the meeting to social workers.

Lead on offering shading opportunities to multi agency professionals who attend the weekly open mornings.

Contribute to the development of systems to support the social work process.

Support the Child Protection and Assessment Team Managers in monitoring performance against targets.

**PERSON SPECIFICATION**

<b>Job title</b>	Screening Officer				
<b>Service Area</b>	Children's Trust		<b>Function</b>	Child Protection and Assessment Team (CPAT)	
<b>Team</b>	Screening Team	<b>Post number</b>	CT	<b>Grade</b>	
<i>Method of candidate assessment: A = Application Form    I = Interview    T = Test</i> <i>Weighting: 3 = most important, 1= least important</i>					
Selection Criteria				A - I - T	Weighting
<b>Education and Qualifications:</b>					
Office administration/information technology qualification desirable e.g. European Computer Driving Licence				A	2
Professional Child Care Qualification or equivalent.				A	2
<b>Experience:</b>					
Experience of direct work with the Children and Families in a statutory setting.				A, I, T	3
Experience of information technology, particularly in word processing, spreadsheets and using client index databases				A, I	3
<b>Skills:</b>					
Good understanding of issues in relation to children in need and their families				A, I, T	3
Ability to engage with service users who are upset, agitated and angry and members of the public who are concerned about a child who may be at risk of harm.				A, I	3
Ability to communicate, listen and record information.				A, I, T	3
Ability to work effectively with colleagues, other professional and service users.				A, I, T	3
Ability to write reports and to present written and verbal information clearly and concisely in a variety of ways.				A, I, T	3
Ability to work to deadlines, organise and self-motivate, and manage time effectively.				A, I	3
Ability to work to deadlines, organise and self-motivate and manage time effectively.				A, I	3
<b>Knowledge:</b>					
Knowledge and understanding of the statutory responsibilities of the Local Authority relating to referral and assessment work with children and families.				A, I	3
<b>Other job requirements:</b>					
An enhanced Criminal Records Bureau check will be required for this post.				A	3
Able to work additional hours at short notice occasionally from Monday to Friday.				A	2