

(Job Title) Social Care Reviewing Officer

Service: Children's Services

Band: 5

Reporting to: Practice Manager

Responsible for: N/A



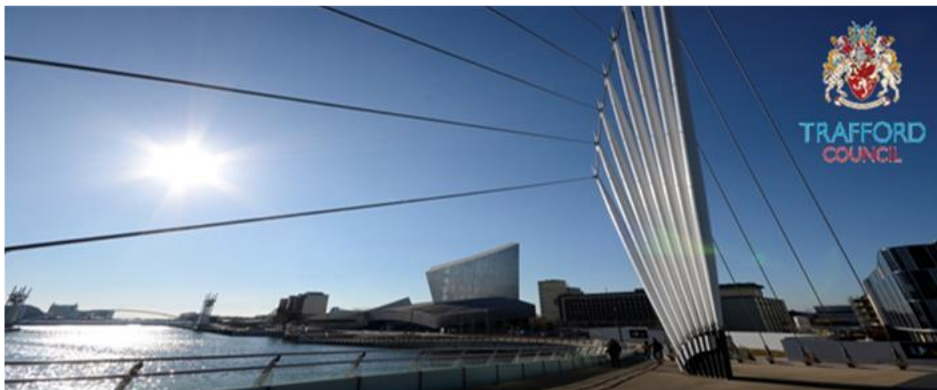
About Us

Trafford is a great place to live, work, learn and visit. We take pride in our strong, diverse communities, our cultural and sporting heritage and our position at the heart of the region's economic powerhouse.

Working with our partners in the public, private and third sectors, we have a Vision which sees us working together to reduce health inequalities, support residents out of poverty and address our climate crisis, highlighting our ambitions for our people, place and communities.

Our vision: Trafford – where all our residents, businesses and communities prosper

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

To review and reassess children who are in receipt of a Trafford care support plans.

To Support the Complex and Additional Needs Team within Children's Services in monitoring support plans, overseeing and monitor Direct Payments and review and feedback information to the CAN social care team.

To develop Audit plans and care support plans for the CAN team for Audit purposes.

Your Main Priorities

- To visit, review/reassess the family's circumstances and to monitor their well-being and identified individual children's needs, ensuring the available service provision remains aligned to these needs within prescribed timescales.
- To review services in line with the current established reviewing system incorporating the appropriate eligibility criteria for access to a Personal Budget or Direct payment.
- To provide written care support plans that have been developed with the family and present to Complex and Additional Needs Resource panel for consideration.
- To develop plans and records in relation to direct payments, Care support plans in line with the councils developing Personalisation and Direct payments policy.

- To complete home visits to families in their own homes or in the community, including out of hours and occasional weekends if appropriate.
- To take responsibility for the reporting and escalation of any presented incident which could potentially compromise the safety of the child. This will involve working within Trafford's safeguarding policy and procedures.
- To be part of Trafford's developing strategy for supporting children with disabilities as part of a multi-agency service.
- To offer advice and guidance on alternative and appropriate support services.
- To work within the Complex and Additional Needs Team and to participate in team meetings and other related meetings as appropriate.
- To understand and accurately communicate Trafford's procedures.
- To provide feedback to the management Team on areas of concern including informal complaints, potential safeguarding incidents, unmet needs and examples of poor practice.
- To use information technology to assist in workload management and to provide accurate data inputting when required.
- To work in partnership with health colleagues and other stake-holders so as to meet the identified needs of the children and or care.
- To complete any other duties as commensurate with the grading of the post and as directed by the Operations Manager/Team Leader.

About You

Qualifications and Professional Development

A good standard of education preferably in English language

GCSE in English and Maths A-C grade

NVQ Level 3 in Health and Social care or willing to work towards

Experience and Knowledge

A minimum of 12 months paid or unpaid experience of working with children in the social care field is preferable.

Experience and understanding of working in partnership with children and families to promote choice and control.

Skills and abilities

- A knowledge of the Children's Act
- Knowledge of the care and support needs of children and child development
- Basic knowledge of the role of the carer and their needs.
- Awareness of anti-oppressive practice in social care.
- Knowledge of Personalisation and Direct Payments.
- Sound written and verbal communication skills in order to complete short written reports and unravel complex detail and content from difficult family situations
- Ability to prioritise own workload and manage work schedule
- Ability to work as part of a team and independently.
- Ability to resolve conflict in a calm assured manner.
- An ability to use systems to accurately record data are integral to the role
- An ability to work collaboratively with parents/carers/children in a non-judgemental way.
- An ability to access information, assimilate and present outcomes
- An ability to use own initiative and work to deadlines

Special Conditions (*consider if any of the below are applicable to the role – delete any not relevant*)

- Full driving license required
- DBS required

Date prepared/revised: 22/09/2021

Prepared/revised by: Children's Redesign Team

Job Evaluation:

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.
To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.