

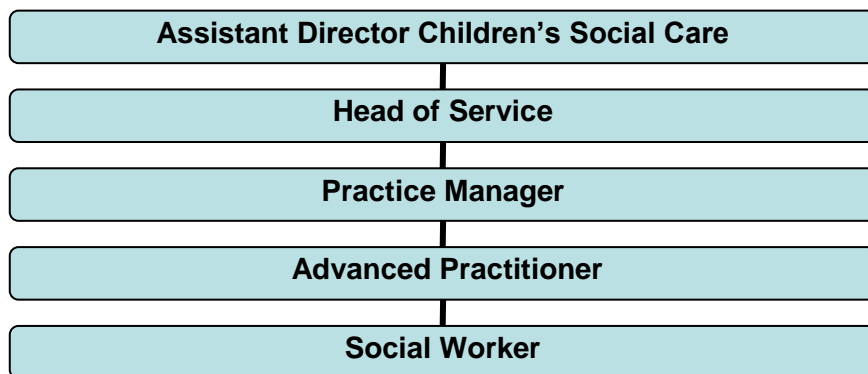
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Children's Social Care
SECTION:	Fostering Service
LOCATION:	Fashion Corner, 57/59 Drake Street, Rochdale, OL16 1XL
JOB TITLE:	Social Worker
POST NUMBER:	
Grade:	Grade 8 Progression through the grades will be subject to the Rochdale Social Work Progression Pathway Policy and Procedures
Accountable to:	Practice Manager
Accountable for:	None
Hours of Duty:	37 hours per week in accordance with service requirements
Any Special Conditions of Service:	Required to travel within and outside the Borough. For car owners, car mileage payable. An enhanced DBS check is necessary for this position. Must be willing to work flexibly This post is not Politically Restricted in accordance with the current regulations. In accordance with Section 7 of the Immigration Act 2016 this post requires the ability to converse at ease with members of the public and provide advice in accurate spoken English. The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

To provide a high quality professional social work service to children and their families, in accordance with Legislative requirements, the policies and procedures of the Service/Council by :

Recruitment Team:

1. Actively plan and facilitate recruitment and retention events / activity.
2. Undertake Initial visits to prospective foster carers.
3. Delivery of Skills to Foster training.
4. Assessment of foster carers and presentation at Fostering Panel.
5. Support matching of foster carers post approval and handover to supervisory team.

Supervisory Team:

1. Support and supervise foster cares and their families
2. Supporting the regulatory requirements of the fostering service in delivering such service – inclusive of supporting annual reviewing process, matching, support, statutory visits etc
3. Support recruitment and retention activity, service development and service activity- events, training and consultations
4. Establishing and developing effective collaborative working relationships with other agencies in pursuance of effective service provision

Connected Persons Team:

1. Undertake viability screenings and Regulation 24 assessments jointly with children's social worker.
2. Undertake full assessments for connected persons for both SGO and Family and Friends Fostering.
3. Presentation of assessments at Fostering Panel when required.

4. You will be required to give evidence in court with regards to the assessments you have undertaken.
5. Delivery of SGO preparation training.

Control of Resources

None

Personnel

None

Financial

Budgets as appropriate, in accordance with delegated authority

Equipment/Materials

To be responsible for the proper use of equipment/materials under the control of the post holder

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework, HCPC Standards of Practice and Professional Capabilities Framework (As detailed in the attachments).

Relationships

Internal:

Staff of the Children's Social Care Service, staff of other Council Services and Members of the Council

External:

Staff of Local Health Authorities, other statutory agencies, parents, children, other services users, voluntary organisations and community groups.

Responsibilities

The post holder must -

- i. Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- ii. Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- iii. Work in accordance with the HCPC Standards of Practice.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

1. To ensure that the Council's duties under the relevant legislation are discharged in accordance with Council Policy in relation to individual service users, parents and carers.
2. To supervise and support foster carers and their families, including the safeguarding of children in placement
3. To actively recruit, train and assess foster carers leading to presentation at Panel. To plan and support foster carer retention activity.
4. To assess as directed by the courts Connected Persons with regards to Special Guardianship Orders and / or Family and Friends Fostering
5. To determine the most suitable intervention, having due regard to the resources available and to plan, implement and evaluate action taken.
6. To engage effectively with children, young people, their parents and carers, in the delivery of services. To ensure that high standards of customer care are constantly applied across all aspects of service provision.
7. To ensure that the legal/policy/practice requirements, particular to the specialist area in which the post holder operates are fully complied with.
8. To liaise and negotiate effectively with other sections of the Service and other colleagues in other statutory and voluntary agencies in pursuit of effective service provision.
9. To carry and manage a caseload as directed, in accordance with agreed policies and criteria.
10. To effectively review and plan work with foster carers, children's social workers, children and families.
11. To maintain timely recording of work undertaken in client information systems, and to produce reports etc in accordance with established policies and procedures.
12. To disseminate information to team members and ensure they keep themselves up to date with national and local policy and legislative developments and research on best professional practice. Participate in learning and development opportunities relevant to the post
13. Provide evidence of CPD that meets the requirements of the PCF at Experienced Social Worker level.

Secondary Duties

1. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
2. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Assistant Director (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Attachments

- BASW – The Professional Capabilities Framework, December 2016
- Professional Capabilities – Strategic Level
- Knowledge and skill statement

Job Description prepared by	Pamela Wharton	Date	Updated Dec16 –
	<hr/>		<hr/> Helen Delamare

**Rochdale Borough Council
Person Specification**

Service :	Children's Social Care	Post:	Social Worker
Section :	Fostering Service	Post Number :	
Job Ref:		Grade:	8

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you. If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria		Essential (E)	How Identified: AF Application Form I Interview A Assessment
Filter Questions			
1	Do you hold a relevant qualification in Social Care Practice (viz CSS, CQSW, Dip SW, SW Degree) and are registered with the HCPC?	E	AF/Check qualifications
(a) Special Working Conditions			
2	Please confirm you are able to attend evening meetings and weekend conferences on occasions.	E	AF/I
3	Please confirm that you are willing to travel around the borough and other locations in the region and the country as required.	E	AF/I
4	The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.	E	I
(b) Qualification and Experience			
5	Please provide evidence of relevant qualification in Social Care Practice.	E	AF/I
6	What is your experience of undertaking work with foster carers and their families.	E	AF/I
7	Tell us about your experience of undertaking social work assessments and fostering assessments.	E	AF/I
8	Please provide details of your experience of working to deadlines, organising and planning your work effectively.	E	AF/I
(c) Skills and Knowledge			
9	What is your knowledge of social work with children, young people and families.	E	AF/I
10	Tell us about your knowledge of social work intervention methods with foster carers and children placed.	E	AF/I
11	Please give details of your knowledge of relevant legislation relating to children and young people and fostering.	E	AF/I
12	What is your knowledge of child development and the social care needs of children and young people.	E	AF/I

Criteria	Essential (E)	How Identified: AF Application Form I Interview A Assessment
(c) Skills and Knowledge (continued)		
13 Please give examples of your ability to communicate effectively verbally and in writing with service users and colleagues.	E	AF/I
14 Provide details of your ability to effectively implement equality and diversity.	E	AF/I
15 Please give examples of how you have worked creatively.	E	AF/I
16 Tell us about your ability and commitment to work in accordance with the HCPC Standards of Practice and Professional Capabilities Framework for social workers at the appropriate level.	E	AF/I
17 Please give details of your IT skills including the use of Client Information Systems, Microsoft Office, Windows, the Internet and Email.	E	AF/I
18 The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post	E	I
(d) Behaviours and Values		
19 Approach the job at all times using the values set out below: <ul style="list-style-type: none"> • Proud • Passionate • Pioneering and Open Please confirm you are willing to adhere to these values and behaviours.	E	AF/I