**Role Profile**

**Role: Social Worker (Children and Families)**

**Service Group: Children’s Services   
  
Reports to: Practice Manager**

**Grade: Level 1 (ASYE) Grade 3B (SCP 29-32)**

**Level 2 Grade 3C (SCP 32-35)**

**Level 3 Grade 4A following career grade progression (SCP 36-39)**

Key role descriptors  
  
The role holder will be supported to work with cases in accordance with statutory responsibilities and their skill level and experience. They will deploy these responsibilities in accordance with national and local policies and procedures to secure positive outcomes for children.

The role holder will manage safeguarding risk effectively including child protection, child in need, PLO and care proceedings cases, working within a multi agency environment, providing a professional social work service.

The role holder will contribute to the team duty service on a rota basis with their team members.

The role holder, as they progress, will contribute to the development of other staff including other social workers and students.

Key accountabilities

Effectively manage a caseload, with varying degrees of complexity dependent upon skills and length of experience, with appropriate supervision, guidance and support. The role holder will be accountable for decision making across a range of social work duties and responsibilities.

Prepare and produce a variety of high quality professional written documentation to required quality standards on behalf of the City Council in accordance with national and local policies and procedures and within agreed timescales.

Work in conjunction with partner agencies to deliver effective planning for children and families to ensure positive outcomes for children in Salford. This will include representing the Council at a range of meetings, proceedings and reviews as required.

Ensure that the practice of ethical record keeping is observed and recording is evidence based, accurate and up to date.

Take an active role in team and service development. This will include supporting new staff and students, involvement in the development of policies, procedures and training activities.

Personal commitment to reflective practice, self development and team improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Where the role holder has a every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

**Social Worker – Key behaviours and requirements**

Values:

* **Pride -** I'm proud of and committed to our city, its people, our work, and I demonstrate this in everything I do
* **Passion -** I am optimistic and ambitious for the city and its people, being creative and positive about change and making the most of opportunities
* **People** - I respect and care for others, treating everyone fairly, listening and acting on the things people say
* **Personal responsibility –** I am honest, taking responsibility and ownership for my actions and decisions and using resources that I am trusted with wisely

Generic skills:

* **Communication and Interpersonal Skills –** is able to effectively transfer key and complex information to all levels of staff and service users, adapting the style of communication as necessary and ensuring that this information is understood. Ability to communicate equally, appropriately and effectively with a wide range of individuals and groups across all sectors and levels of society.
* **Planning and Organising** – ability to organise own time effectively, creating own work schedules, prioritising, preparing in advance, and setting realistic timescales for self. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required. Ability to maintain focus and objectivity under various conditions and skill in managing and maintaining a complex workload, progressing various plans and work streams concurrently.
* **Analytical Skills** – demonstrate the ability to apply analytical and logical thinking to gathering and analysing information, designing and testing solutions to problems and formulating plans. Application of analytical reasoning skills and intellectual focus, taking in the wider external and internal environments.
* **Problem Solving and Decision Making –** Ability to react to immediate problems of a complex nature with associated risk factors and deliver immediate solutions sometimes under pressure.
* **Creative Skills** - Ability to think creatively and contribute to innovative solutions to potential business processes and operating models and to contribute to a range of creative and original solutions that meet the strategic needs of the business.
* **ICT Skills** – Ability to use IT systems to retrieve, record and update information and willingness to learn to use new systems.

Technical requirements (Role Specific):

* Social Work Qualification
* Experience of working with children and complex families
* Willing to consent to and apply for an enhanced disclosure check
* Registered with Health and Care Professions Council (HCPC)
* Willingness to flexibly work outside of standard of office hours as required by the needs of the service