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| **Department** | **CHILDREN’S SERVICES DEPARTMENT** |
| **Job Title** | **SOCIAL WORKER – Looked After Children Team** |
| **Grade** | **Grade I** |
| **Primary Purpose of Job** | To provide and enable the Department to provide, an efficient and effective social work service to children in need and their families |
| **Reporting To** | Team Leader |
| **Direct Staffing Reports** |  |

**Main Duties**

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| **1** | The provision of a purposeful, professional social work service to children in need and their families, including the assessment of their needs, in accordance with statutory requirements and Departmental policies | |
| **2** | To contribute to the planning and development of the Team’s and the Department’s services to children and families, as required and as appropriate | |
| **3** | To participate in the organisation and administration of the work of the post to ensure the provision of service is completed | |
| **4** | To provide management information to assist in the setting, implementing and monitoring of the Department’s strategies and services | |
| **5** | To contribute to the allocation of the work of the Team | |
| **6** | To provide a social work service to residential, day care and family placement resources, as appropriate | |
| **7** | To work directly with service users employing a range of social work knowledge, skills, methods and techniques | |
| **8** | To assess, evaluate and review programmes of work with service users, including the coordination and organisation of services both within and outside the Department | |
| **9** | To work with Legal Services and the Courts, including the production of reports within agreed timescales | |
| **10** | To provide professional knowledge, ideas, advice, evaluation and information to assist in the Department’s planning and development activities and to contribute to policies and standards | |
| **11** | To maintain appropriate records of services provided to service users in accordance with the requirements of both the personal records system and the administration system | |
| **12** | To attend reviews, case conferences, core groups and provide the appropriate advice, information and support to such forums | |
| **13** | To plan, implement and review care plans for children looked after | |
| **Date Job Description prepared/updated:** | | **June 2014** |
| **Job Description prepared by:** | |  |



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| **Job Title** | | **SOCIAL WORKER – Looked After Children Team** | |
| **Stage One** | | Disabled candidates are guaranteed an interview if they meet the essential criteria | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | |
| 1. | Ability to demonstrate knowledge of a range of social work skills, methods and techniques appropriate to children and families work | | Application Form/Interview |
| 2. | Able to demonstrate knowledge and ability to apply to Children Act 1989 legislation | | Application Form/Interview |
| 3. | Knowledge of current practice and research issues relating to childcare work | | Application Form/Interview |
| 4. | Ability to demonstrate knowledge of theory and how this is used to inform practice | | Interview |
| 5. | Ability to organise and prioritise within appropriate timescales when under pressure | | Interview |
| 6. | An understanding of the role and expectations of supervision | | Interview |
| 7. | Commitment to work as a member of a team member and support colleagues | | Interview |
| 8. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | Interview |

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| **2. Experience/Qualifications/Training etc** | | |
| 1. | CQSW/ DipSW/ CSS or equivalent | Application Form/Interview |
| **3. Work Related Circumstances** | | |
| 1. | Bolton Council is a Smoke-Free Employer | Interview |
| 2. | This post has been designated an essential car user post. Applicants should have a full current driving licence and access to transport | Application Form/Interview |
| 3. | **Health & Care Professions Council** - Must be registered with Health and Care Professionals Council (HCPC) | Proof of registration |
| 4. | Must be willing to undertake training as necessary to develop knowledge and skills required in the service | Application Form/Interview |
| 5. | This post has been designated an essential car user post. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | Application Form  Interview |
| 6. | This post is subject to [an enhanced / a standard] disclosure from the Disclosure & Barring Service | Interview |

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| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
| 1. | Knowledge of relevant practice issues regarding the placement of children in residential foster care | | Application Form/Interview |
| **2. Experience/Qualifications/Training etc** | | | |
| 1. | Experience of social work with children and families | | Application Form/Interview |
| 2. | Experience of matching and placing children for adoption | | Application Form/Interview |
| 3. | Any specialist training appropriate to children and families work | | Application Form/Interview |

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| **Information for Social Workers** **Criteria for appointment at Grade I (formerly Grade 9)**Grade I experienced Social Workers are expected to demonstrate expert and effective practice in complex situations, assessing and managing high levels of risk, striking a balance between support and control, liaising with a wide range of professionals, including more senior levels. They manage complex caseloads and offer expert opinion within the organisation and to others. They chair a range of meetings and offer expert support to case conferences or Looked After Children’s Review Meetings. They will model good practice, thus setting expectations for others, and support and mentor others with their practice.Appointment to Grade I for Social Workers in Bolton will be made in cases where qualified and experienced Social Worker applicants provides documentary evidence that they have progressed through the ‘bar’ with a previous employer through a portfolio and evidence process, with their progression having been confirmed by a progression panel.Progression to Grade I for existing Grade H Social Workers in Bolton will be achieved by successful completion of the Progression Pathway.Should you have any queries relating to this information, please speak to the recruiting manager or the Departmental HR Team. | |
| **Date Person Specification prepared/updated** | **June 2014** |
| **Person Specification prepared by** |  |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





