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| **Department** | **CHILDREN’S SERVICES**  |
| **Job Title** | SOCIAL WORKER – Referral and Assessment  |
| **Grade** | GRADE H/I |
| **Primary Purpose of Job** | To provide and enable the Department to provide an efficient and effective social work service. In doing so, the main purpose of the job is to undertake initial child /family needs assessments, including Section 47 enquiries and to provide short term interventions. The job also involves providing a generic duty for office visitors. |
| **Reporting To** | Team Manager - Referral and Assessment Team |
| **Direct Staffing Reports** | None  |

**Main Duties**

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| **1** | The provision of a purposeful, professional social work service to appropriate clients, including a diagnosis, assessment and treatment of their needs and problems in accordance with statutory requirements and Departmental Policies. |
| **2** | To contribute to the planning and development of the Team’s and the Department’s Referral and Assessment Services as required and as appropriate. |
| **3** | To participate in the organisation and administration of the work of the post so that the job of providing the service gets done. |
| **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 participate in providing a generic duty service to all office visitors. |
| **7** | To undertake Section 47 (Child Protection) enquiries, initial child and family needs assessments and short-term interventions. |
| **8** | To work directly with clients using a range of social work knowledge, skills, methods and techniques. |
| **9** | To contribute to ‘front door’ duty provision which involves the provision of generic advice and information to all office callers. |
| **10** | To arrange services and screen referrals which require further assessment. |
| **11** | To undertake Section 47 (Child Protection) enquiries in accordance with the Child Concern Handbook for Safeguarding Children. |
| **12** | To work within the Courts, taking statutory action when necessary to protect a child, including Emergency Protection Order applications and initiation of Care Proceedings. |
| **13** | To undertake initial child and family needs assessments (integrated with section 47 enquiries when appropriate) in accordance with the “Children In Need” Policy and Procedural Document. |
| **14** | To complete enquiry and assessment reports reaching conclusions on child and family needs and services. |
| **15** | To undertake short term social work intervention to assist children and families and to work with partner agencies to formulate child action, child protection plans. |
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| **Date Job Description prepared/updated:** | **July 2017** |
| **Job Description prepared by:** | **S Oxley**  |
| **Information for Social Workers****Criteria for appointment at Grade I** 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. |
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| **Department** | **Children’s Services**  |
| **Job Title** | **Social Worker – referral and assessment**  |
| **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. | Knowledge of Social Work Law and practice, particularly in relation to referral and assessment. | Application/interview |
| 2. | Knowledge of short-term interventions, applying appropriate methods and techniques in order to deliver improved outcomes for children. | Application/interview |
| 3. | Ability to interpret policy and provide appropriate advice and guidance to a variety of stakeholders and service users. | Application/interview |
| 4. | An up to date understanding of child protection issues in order to undertake child protection enquiries. | Application/interview |
| 5. | Demonstrate effective verbal and written communication skills in order to complete assessment reports, including analysis to reach conclusions and articulate this information as appropriate. | Application/interview |
| 6. | Demonstrate effective problem solving and decision making skills by applying solutions that contribute to appropriate outcomes for children and families. | Application/interview |
| 7. | Ability to work as part of a team and on own initiative in order to meet service objectives and assessment timescales. | Interview |
| 8. | **Health and Safety -** The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk. | Interview |
| 9. | **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 /Interview |
| **3. Work Related Circumstances** |
| 1. | The nature and demands of the post holder’s time are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time. | Application/interview |
| 2. | 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 FormInterview |
| 3. | This post is subject to an enhanced disclosure from the Disclosure & Barring Service. | Interview |
| 4. | Must be registered or applied for registration with the Social Work England. | Application FormInterview |

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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. | Experience as a front line Duty Officer within a Children’s Services Department. | Application/Interview |
| 2. | Experience of undertaking Child Protection Enquiries. | Application/Interview |

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| **Date Person Specification prepared/updated**  | **July 2017** |
| **Job Description prepared by:** | **S Oxley**  |

**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**.





