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| **Department** | **Children’s Services** |
| **Job Title** | Social Worker |
| **Grade** | Grade H/I |
| **Primary Purpose of Job** | To assist the Leaving Care Team to do everything possible to ensure the service fulfils its primary purpose both effectively and efficiently. |
| **Reporting To** | Team Manager, Leaving Care Team |
| **Direct Staffing Reports** | None |

**Main Duties**

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| **1** | Prepare for social work contact and involvement |
| **2** | Work with individual families, carers, groups and communities to help them make informed decisions. |
| **3** | Assess needs and options to recommend a course of action. |
| **4** | Respond to crisis situations using appropriate legal procedural intervention. |
| **5** | Work with individuals, families, carers, group’s communities and professionals to achieve change and development to improve life opportunities. |
| **6** | Prepare, produce, implement and evaluate plans with individuals, families, carers, groups, communities and professional colleagues. |
| **7** | Support the development of networks to meet assessed needs and planned outcomes. |
| **8** | Work with groups to promote individual growth, development and independence. |
| **9** | Address behaviour, which presents a risk to individuals, families, carers, groups and communities. |
| **10** | Advocate with, and on behalf of, individuals, families, carers, groups and communities. |
| **11** | Prepare for and participate in decision-making forums. |
| **12** | Assess and manage risks to individuals, families, carers, groups and communities. Assess, minimise and manage risk to self and colleagues. |
| **13** | Manage and be accountable for your own work |
| **14** | Contribute to the management of resources and services. |
| **15** | Manage, present and share records and reports. |
| **16** | Work within multi-disciplinary and multi-organisational teams, networks and systems. |
| **17** | Research, analyse, evaluate and use current knowledge and contribute to the promotion of best social work practice. |
| **18** | Work within agreed standards of social work practice and ensure own professional development. |
| **19** | Manage complex ethical issues, dilemmas and conflicts. |
| **20** | Organise and maintain the effective use of information technology systems and software |
| **Date Job Description prepared/updated:** | March 2021 |
| **Job Description prepared by:** | Joanne Gibson |

**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.



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| **Department** | **Childrens services** |
| **Job Title** | **social worker** |
| **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. | To be able to review, evaluate and liaise with others to identify the best form of initial contact and involvement | Interview |
| 2. | Ability to identify and assess need, options and urgency of situation, and to plan and implement action to meet this. | Application Form |
| 3. | Develop, maintain and review professional relationships with service users to; avoid crisis situations; achieve change; improve life opportunities; and to ensure they can make informed decisions about their needs. | Interview |
| 4. | Demonstrate the ability to develop, implement, monitor and review plans. | Application Form/Interview |
| 5. | Experience of work with individuals and groups to develop support networks and achieve planned outcomes | Application Form |
| 6. | Ability to reduce contact and withdraw from relationships with individuals and support groups appropriately. | Application Form |
| 7. | To have ability to assist or advocate for service users to represent their needs, views and circumstances | Interview |
| 8 | Prepare reports and documents for decision-making forums, and work with service users to help them understand the procedures, outcomes, and to be involved in decision-making forums. | Application Form |
| 9 | Identify, assess and manage risk to service users whilst balancing their rights and responsibilities. | Interview |
| 10 | To be able to assess potential risk and work within risk assessment and management procedures to minimise stress and risk to self and colleagues | Application Form/Interview |
| 11 | To be able to manage, prioritise and monitor own work, based on social work practice and the use of professional managerial supervision to improve your practice. | Application Form/Interview |
| 12 | To be able to contribute to monitoring the effectiveness and quality of commissioned services. | Application Form |
| 13 | To be able to maintain accurate, complete, accessible and up-to-date records and reports which meet legal and policy frameworks. | Interview |
| 14 | Ability to work effectively within a multi-disciplinary team and systems. | Interview |
| 15 | To work within the principles and values underpinning social work practice with the Ability to review and update your own knowledge of legal, policy and procedural frameworks and social work models and methods. To develop and improve your own professional practice and contribute to team development. | Application Form/Interview |
| 16 | To demonstrate the ability to identify, assess and devise strategies to deal with ethical issues, dilemmas and conflicts. | Interview |
| 17 | To have the ability to organise and maintain the use of Information Technology, systems and software | Application Form |
| 18 | Ability to support learning through presentations, coaching and/or group work as appropriate | Interview |
| 19. | **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/SW Degree or equivalent. | Application Form/Interview/Certificate |
| 2. | Training in or awareness of the issues faced by young people leaving care | Application Form/Interview |
| 3 | Experience of working with children or young people | Application Form/Interview |
| 4 | Knowledge of relevant legislation for this area of work | Application Form/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 normal hours. | 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/Satisfactory Disclosure |

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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 of working with young people leaving care. | Application Form |
| 2. | Experience of direct work and/or group work with children and young people. | Application Form |
| **2. Experience/Qualifications/Training etc** |
| 1. |  |  |
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| **Date Person Specification prepared/updated** | March 2021 |
| **Person Specification prepared by** | Joanne Gibson |

**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**.





