**Service:** Children, Families and Wellbeing

**Social Worker (Permanence) Role Profile**

**Grade:** Band 7 (Level 2) Band 8 (Level 3)

**Reporting to:** Operations Manager, Permanence and Transitions

**Responsible for:** N/A

**We Have**

**Our Culture**

Trafford is a great place to live, work, learn and visit. **From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position as the region’s economic powerhouse.**

We have a diverse culture and history and lead the way in innovative groundbreaking initiatives, all aimed at supporting change, positioning the Council and ensuring it is able to continue providing key services to the most vulnerable. Trafford Council and its partner’s in the public, private and third sectors are embarking on a Vision for 2031, which sees us working together to close inequality gaps and maximise Trafford’s huge potential.

***People* - *We will help you to help yourself and each other***

***Place - Create places where people want to live, learn, work, invest and relax***

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Trafford Council employs around 2400 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits’ package and a real focus on your health and wellbeing, as well as, extensive learning and development opportunities.

**Engage the people of Trafford**

**Lead the way**

**Are always Improving**

**Act with Integrity**

For us, it’s not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our values.

**At Trafford Council we:**

**Value our People**

**Use Time and Money wisely**

**Your Strengths**

**You Have**

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| The ‘You have’, ‘Your strengths’ and ‘A day in the life’ sections of this Role Profile are there to give you an understanding of what skills, knowledge and experience we would like you to bring with you and how you might succeed in your role.  We are a values based organisation, so reflecting our values in your evidence will support your application. | |
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| * A recognised Social Work qualification (CQSW; CSS; DipSW; Degree in Social Work) * Registration with the Health Care Professions Council (HCPC) * Experience of working with children and young people in care as a practitioner * Experience of multi-agency working and networking * Experience of field Social Work * Good understanding of key legislation, regulations, guidance and frameworks in relation to children in care and care leavers * Knowledge of the Every Child Matters Agenda and related publications, including Care Matters * Good understanding of the multi-agency roles and responsibilities in relation to child protection and working knowledge of Working Together 2006 and local multi-agency Child in Need/Child Protection procedures * Broad understanding of the multi-agency referral and assessment process * Current full driving license and access to a car * The ability and willingness to work some irregular hours and some evenings. | * Ability to work with a wide range of professionals, external partners and stakeholders * An ability to effectively engage and communicate with children and young people and their families * Conflict resolution skills * Ability to undertake detailed holistic assessment of children, young people and their families/carers’ needs * Ability to work flexibly within the overall objectives of the Family Placement Team and to manage and prioritise own caseload appropriately * Ability to write clear and concise reports, to maintain case records and to fulfil administrative requirements |

**A day in the life**

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| **Your Main Priorities**   * To provide an efficient and effective social work service to children in care and children leaving care. To develop, co-ordinate, implement and monitor, in partnership with other agencies, appropriate plans that address all aspects of a child’s life.   **Key duties**   * To undertake an assessment of the child and to complete all necessary documents relating to children in care * To liaise with relevant members of the child’s birth family to ascertain their views and to gather relevant information * To ensure all relevant information is available in order to assess the child’s needs and to facilitate the search for an appropriate placement * To prepare the child for permanency * To contribute to the planning of introductions of the child to the prospective carer and support the child during the introduction process * To supervise the child in the placement and complete all necessary statutory duties relevant to the placement * To keep up to date and organised case files in line with departmental policies * To contribute to the development of the Permanence and Transitions Team and the Children in Care Service as a whole * To organise and co-ordinate information for Statutory Reviews * In preparation for independent living and at an appropriate age, to assess the young person’s independent living skills and to develop a Pathway Plan that will guide the young person’s progress to independent living * To attend reviews, case conferences, court and other professional meetings * To prepare/provide relevant reports/information as required * To undertake office duty |

Date prepared/revised:

Prepared/revised by:

# Health and Safety

To operate safely within the workplace with regard to the Council’s health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

# Equalities & Diversity

To work within the Council’s Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

# Customer Care

To continually review, develop and improve systems, processes and services in support of the Council’s pursuit of excellence in service delivery. To recognise the value of its people as a resource.

# Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

# Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

**Information Governance**

Confidentiality is of prime importance.  In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature.  Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post.  Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council.  Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.