

People Directorate: Children, Adults and Families Job Description

Post Title:	Social Worker
Reporting To:	Practice Manager
Responsible For:	Ensuring the delivery of high quality and effective services to children and families including children at risk of harm and children in need.
Liaising With:	Children, young people and their families, a range of professionals, including fieldwork and support staff, health colleagues, statutory, private and voluntary organisations.
Hours of Work:	37 hours per week
Salary/Wage Grade:	G9
Disclosure Level:	Enhanced

Main (Core) Duties

Operational/ Strategic Planning:	To contribute in the implementation of the Management Action Plan and to contribute to any other strategic initiatives and planning documents as directed.
---	--

Service Provision:	<ol style="list-style-type: none"> 1. To provide a high quality responsive service using all appropriate methods of social work intervention. 2. To provide such a service within the agreed policies and procedures of the service. 3. To participate in a staff development and training programme which aims to enhance individual skills and create opportunities for professional development. 4. To fulfil the service's expectations in terms of record keeping and administration. 5. To establish and maintain close working relationships with those responsible for the provision of other related services.
---------------------------	--

	<p>6. To participate in the service's workload management scheme.</p> <p>7. To participate in staff/team meetings and activities as and when required.</p> <p>8. To participate in a staff performance review scheme if appointed below salary spinal column point 30.</p> <p>9. To undertake and manage a workload consisting of a higher proportion of complex cases.</p> <p>10. To undertake specific projects and development work.</p> <p>11. To act as a practice supervisor for social work students.</p> <p>12. To act in a consultative capacity to other social workers.</p> <p>13. To undertake the responsibility of the lead role in joint working relationships.</p> <p>Provide a social work service to children and families, the service will include:</p> <ul style="list-style-type: none"> • Assessment of need and risk. • Delivery of appropriate services to meet need. • To promote preventative child care and social work. • To undertake child protection duties as directed • To attend court as and when necessary. • To carry out all statutory duties relating to children in care. • To implement all aspects of child care policy e.g. family placement. • To act as duty officer as designated by local management. • To work within the Looked After Children system. <p>HCPC Requirements</p> <p>As a registered social worker you will be responsible for upholding and promoting the high standards of the social work/social care profession outlined in the HCPC Codes of Practice.</p>
Service Development:	<p>1. To keep abreast of any new developments in policy, law and professional practice.</p> <p>2. To contribute to the overall development of services for children and their families.</p>
Quality Assurance:	<p>1. To ensure the delivery of high quality and effective services to Children in Need and their Families including Children Looked After, Children in Family Placements, young people in receipt of After Care support and Children with Disabilities.</p> <p>2. As a registered social worker you will be responsible for upholding and promoting high standards of the social work/social care profession outlined in the HCPC Codes of Practice.</p>
Management information and administration:	<p>1. Assist the Practice Manager with the implementation of the team plan.</p>

Marketing and Liaison:	<p>1. Assist the Practice Manager in developing joint working practice with other teams.</p> <p>2. Assist the Practice Manager to maintain effective liaison within Social Care, Local Authority, other agencies, organisations and groups.</p>
Management and Resources: (Other than people)	<p>1. To have responsibility for computer information in terms of personally producing this information.</p>
Corporate Responsibility:	<p>1. Actively promote anti-racist service delivery practice.</p> <p>2. Actively promote children's rights and in particular the United Nations Convention on the Rights of the Child.</p>

Other Specific Duties

1. To carry out the duties in the most effective, efficient and economic manner available. To continue personal development in the relevant area
2. To participate in the staff review and development (appraisal) process.
3. Safety Training

Special Conditions of Service

* Where the postholder has a disability, every effort will be made to make reasonable adjustments to enable them to carry out the duties of the job.

* All holiday leave is to be taken in line with the requirements of the team/service.

This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Post title:	Social Worker (Social Care)
-------------	------------------------------

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task / Observation P = Presentation
Experience of a broad spectrum of services within the field of social work with children and families through previous experience as a qualified social worker or through training.	√		A/I/R
Experience of liaison in planning and operations with other agencies.	√		A/I/R
Assessment of need and the appropriate application of resources.	√		A/I/R
Experience of using IT.	√		A/I/R

B. Training and Qualifications

	Essential	Desirable	Source
CQSW, CSS or DipSW or equivalent qualification.	√		A
Holds a current valid driving licence or can demonstrate the ability to travel as required using own or public transport in the most effective manner.	√		A
Post qualification experience in a social work capacity.	√		A/I
Willingness to accept and participate in post qualification training.	√		I

C. Knowledge and Understanding

(Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post)

	Essential	Desirable	Source
Knowledge and understanding of relevant legislation with its implications for the delivery of social work services to children and families.	√		A/I/R
Knowledge and understanding of equal opportunity and anti-discriminatory practice.	√		I/R
An understanding of and commitment to anti-oppressive practice.	√		I/R

D. Personal Skills, Abilities and Competencies

(Applicants should be able to provide evidence that they have the necessary skills and abilities required)

	Essential	Desirable	Source
The ability to communicate both verbally and in writing.	√		A/I/R
The ability to be self-motivated and to work to a high level with appropriate supervision.	√		I/R
The ability to communicate and build professional relationships with customers of the service on all matters.	√		I/R
To be able to exercise highly developed interpersonal caring skills, in order to meet the very demanding needs of children, young people and their families.	√		I/R
To be able to apply analytical and judgemental skills to analyse and interpret complex information or situations and to solve difficult problems or develop solutions or plans over the medium term.	√		I/R
To be able to work to deadlines and re-organise the work to meet conflicting demands.	√		I/R
To be able to deal effectively with emotional demands from people whose personal circumstances may cause them distress.	√		I/R

E. Physical Requirements

(Where the applicant / postholder has a disability every effort will be made to make reasonable adjustments to enable them to carry out the duties of the post)

F. Legal Issues

Legally entitled to work in the U.K.	√		A,I
--------------------------------------	---	--	-----

G. Equalities

Uphold and be willing to receive training in the Council's Equal Opportunities Policies and Procedures.	√		A
Uphold the local democracy, public service and the principles of the Council.	√		A

This post was reviewed in Feb 2010.