

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE: Children's Social Care

SECTION: Various

LOCATION: Early Help and Safeguarding Hub

JOB TITLE: Social Worker

POST NUMBER:

Grade: Grade 8

Accountable to: Practice Manager

Accountable for: Social Work Teams as directed by Head of Service

Hours of Duty: 37

Any Special Conditions of Service:

An enhanced DBS check is necessary for this position.

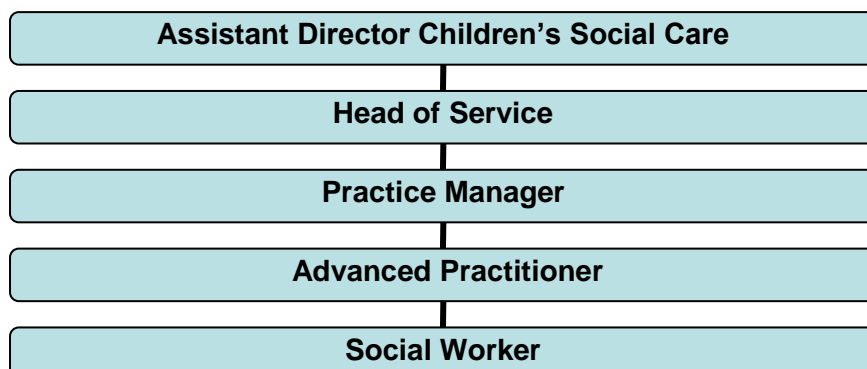
For position in EHASH and Sunrise Greater Manchester Police Force Vetting at Level 3 will be required.

The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.

The post holder will be expected to undertake a certain amount of travelling in the course of his/her duties for which a casual car user allowance will be paid.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

Responsible for:-

- Accepting referrals on the front door from partner agencies and the general public and then completing detailed assessment triage to ascertain level of risk/need for children and families to determine appropriate service provision.
- To work in partnership with Early Help and co-located multi agency services in the EHASH in order to provide a timely seamless service.
- To provide Social Work advice and support to partnership services based in locality hubs.
- Having responsibility for making initial triage decisions in relation to the safeguarding of children.
- To support and promote the development and maintaining of high standards of professional practice both within the team and service;
- To support, supervise and mentor staff including those on various programmes such as Practice placements.
- The Social Work role is based within the Police Station and therefore visits will not at this stage be part of the day to day business; however this can change with service updates and demand. Therefore there would be an expectation Social Workers could be tasked to complete visits if required to do so by the line managers.

Control of Resources

Personnel

All staff employed within the teams managed by the post holder

Financial

All budgets where spending is delegated to the post holder.

Equipment/Materials

All equipment, materials and other physical assets (buildings) for which the post holder is responsible.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework, HCPC Standards of Practice and the College of Social Work Professional Capabilities Framework (PCF), Knowledge and Skills Framework (KSF) and Continuous Professional Development (CPD requirements. (As detailed in Appendix A)

Relationships (Internal and External)

Colleagues across the Council, elected members, Partner Agencies, voluntary sector, service users, carers and local community groups / organisations.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.

- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- (iii) Work in accordance with the HCPC Standards of Practice.

Values and Behaviours

Approach the job at all times using the values set out below:

- Proud
- Passionate
- Pioneering and open

Be aware of and apply these behaviours at all times.

Principal Duties

Quality of Practice

1. To be part of the Social Work team based on the front door and to be part of the Social Work triage team. The role is based in the Police Station and operation of the triage of referrals.
2. The Social Worker will determine and assess risk of those referrals and make decisions in relation to how they should be managed and what appropriate support and advice is offered.
3. The Social Worker will determine referrals which indicate safeguarding concerns for children and make recommendations to refer these families into Children Social Care for statutory oversight.
4. The role will encompass strong partnership working and support a conversational/ relationship base approach when working with partner agencies.
5. The role will demand an excellent proven practice skill base within a child protection setting; whereby the Social Worker will have had experience of working on the front line with children and families.
6. Taking responsibility for the lead and development of specific areas of professional social work practice including advising and supporting Early Help officers based in the Early Help and Safeguarding Hub.
7. To support and promote the use of best practice guidance across the service.

Communication and Engagement

8. To promote good standards of customer care ensuring service user, carer and parental participation and that their views and experiences are considered in service delivery including effective complaints handling (which meets Statutory requirements) user consultation via partnership working so that effective engagement with all service users and partners can be evidenced.
9. To contribute to the development of policies, procedures, quality standards, performance indicators and best practice in line with the Children's Social Care Performance Framework, ensuring that these are sensitive to minority and disadvantaged groups.
10. To contribute as part of the team to improving practice and consistent good practice within the Early Help and Safeguarding Hub.

Organisational and Personal Development

11. To be responsible for the promotion of their own professional development in accordance with the requirements of continued registration with HCPC.
16. To participate in an annual review, utilizing the Personal Development Review (PDR) to ensure that the criteria for a Grade 8 Social Worker is maintained.
17. Provide evidence of CPD that meets the requirements of the PCF & KSF at Social Work level including completion of agreed Post Graduate Certificate (or equivalent).

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Assistant Director (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Attachments

- BASW – The Professional Capabilities Framework, December 2016
- Professional Capabilities – Strategic Level
- Knowledge and Skill Framework

Job Description prepared by Jill McGregor Date February 2017
(updated Oct '17)

**Rochdale Borough Council
Person Specification**

Service :	Children's Social Care	Post:	Social Worker
Section :		Post Number :	
Job Ref:		Grade:	8

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Please confirm you are able to attend evening meetings and weekend conferences on occasions.	E	AF/I
2 Please confirm that you are willing to travel around the borough and other locations in the region and the country as required.	E	AF/I
3 Please confirm that you are willing to undertake Greater Manchester Police Force Vetting at Level 3 if you are applying for a post in First Response/MASS or Sunrise.	E	AF/I
(b) Qualification and Experience		
4 Do you hold a relevant qualification in Social Care Practice (viz CSS, CQSW, Dip SW, SW Degree) and are registered with Social Work England?	E	AF/check qualifications at interview
5 Please provide details of your experience of undertaking direct work with children and young people.	E	AF/I
6 Please provide details of your experience to undertake social work assessments with service users.	E	AF/I
7 Please provide details of your experience to work to deadlines and to organise and plan your work effectively.	E	AF/I
(c) Skills and Knowledge		
8 Please provide details of your knowledge of social work with children, young people and families.	E	AF/I
9 Please provide details of your knowledge of social work intervention methods with children and their families.	E	AF/I
10 Please provide details of your knowledge of relevant legislation relating to children and young people.	E	AF/I

Criteria	Essential (E) Desirable (D)	How Identified: AF Application Form I Interview A Assessment
11 Please provide details of your knowledge of child development and the social care needs of children and young people.	E	AF/I
12 Please provide examples of your ability to communicate	E	AF/I

	effectively verbally and in writing with service users and colleagues.		
13	Please provide details of your ability to effectively implement equality and diversity.	E	AF/I
14	Please provide examples of how you have worked creatively.	E	AF/I
15	Please provide details on your ability and commitment to work in accordance with the HCPC Standards of Practice and Professional Capabilities Framework for social workers at the appropriate level.	E	AF/I
16	Please give details of your IT skills including the use of Client Information Systems, Microsoft Office, Windows, the Internet and Email.	E	AF/I
17	The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post	E	I
(d) Behaviours and Values			
18	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> • Proud • Passionate • Pioneering and open <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I