



## **JOB DESCRIPTION**

**JOB TITLE:** SOCIAL WORKER (FAMILY SUPPORT)

**DEPARTMENT:** CHILDREN, FAMILIES AND WELLBEING SERVICE

**GRADE:** Level 2 - Band 7  
Level 3 - Band 8

A Level 2 social worker will be eligible to apply for progression to Level 3 once they have 2 years post qualifying experience. Progression will also be subject to an internal assessment procedure.

**DIRECTLY RESPONSIBLE TO:** OPERATIONAL MANAGER

### **Main Purpose of the Job:**

To provide an efficient and effective social work service to children in need and their families. Working as part of a multi agency team with children, young people and their families and providing support so that vulnerable children can remain within their families wherever possible.

### **Main Duties:**

1. To provide a purposeful, professional social work service within a multi agency team to children in need and their families, including the assessment of their needs, in accordance with statutory requirements and within CYPS procedures/guidelines.



2. To use the Department of Health Assessment Framework to undertake Core assessments in order to plan for children and young people and be able to analyse need and risk.
3. To provide information to children, young people and their families and negotiate for and co-ordinate the provision of specialist, other agency, residential, day care and other resources as appropriate.
4. To work directly with families employing a range of social work knowledge and skills to identify and assess individual children and young people's social, emotional, educational, occupational, recreational and cultural needs.
5. To act as a mediator and advocate on behalf of the child/ young person /family and society in general with a view to resolving and /or reducing problems and or conflict.
6. To participate in the organisation and administration of the work of the post to ensure the provision of services are completed.
7. To assess, evaluate and review programmes of work with children, young people and families including the coordination of services to children who are the subjects of multi agency protection plans or who are children in care.
8. To ensure that professional registration with GSCC is maintained and to undertake appropriate training to ensure continued registration.
9. To work in partnership with colleagues within the multi agency service and with external agencies, to ensure plans for children are implemented.

### **SPECIFIC ACTIVITIES INVOLVED IN THE JOB**

1. To undertake visits to children, young people and their families as appropriate.
2. To attend office interviews.
3. To keep up to date and organised case files in line with CYPS procedures and be able to provide reports as required.
4. To work with Legal Services and the Courts, including the production of reports within agreed timescales.
5. To have basic computer skills or be willing to undertake relevant training
6. To maintain a workload management system as required
7. To attend CYPS meetings as required

8. To undertake appropriate training programmes
9. To undertake office duty
10. To attend Court as required
11. To visit foster placements, residential provision and day care facilities to provide support to children and young people
12. To provide /prepare reports /information as required on the quality, quantity and nature of the Children and Young People's work for management purposes.

All duties must be carried out to comply with:-

- (i) The Health and Safety at Work Act.
  - (ii) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements, including the Children's Homes Regulations 2001
- The Authority's Equal Opportunities Policy

## **Standard Statements**

### **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 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 own 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 and Pennine Care NHS Foundation Trust, 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.

## **MULTI-AGENCY WORKING**

- The CYPS is an Integrated multi-agency service and services to children and young people are delivered jointly by Trafford Council, Pennine Community Foundation Trust ,CMFT and GMP who are integrated into MARAS. The above multi-agency arrangement is underpinned by a formal agreement and is characterised by joint management and governance arrangements .All services within the CYPS reflect a multi-agency approach to the delivery of services.

## **Disclosure of Criminal Background (if applicable)**

All employers are required to check with the Disclosure and Barring Service, the possible criminal background of staff and volunteers who apply to work with, or will have access to information about, children and young people or vulnerable service users.

If it is a requirement of the post that such a check be undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place. Having a criminal record will not necessarily bar you from working within Trafford Children and Young People's Service. This will depend on the nature of the position and the circumstances and background of any offences.

Please note applicants refusing to sign the form or failing to disclose any convictions will not be progressed further.

**Children, Families and Well-being Service is committed to safeguarding and promoting the welfare of children, young people and adults. We expect all staff and volunteers to share this commitment**

### **PERSON SPECIFICATION**

**JOB TITLE:** Social Worker (Family Support)

**DEPARTMENT:** Children & Young People's Service

**GRADE:** Level 2 - Band 7  
Level 3 - Band 8

**STAGE ONE:** Disabled candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT *
<b>1. Qualifications/Training etc.</b>	
<ul style="list-style-type: none"> <li>A recognised Social Work qualification e.g. CQSW, CSS, DipSW, Degree in Social Work or equivalent or have undertaken a Social Work qualification and are awaiting the results within an agreed timescale</li> <li>Child Protection</li> <li>Anti Discriminatory Practice</li> </ul> <p>Health Care Professions Council - Applicants should be registered with the HCPC</p>	A/I/C
<b>2. Experience</b>	
<p>Recent work with children and families</p> <p>Ability to undertake child protection enquiries</p>	A/I

<b>3. Knowledge</b>	
<p>Able to demonstrate knowledge and ability to apply:-</p> <p>Children Act (1989 and 2004 )</p> <p>Every Child Matters</p> <p>Assessment Framework</p> <p>Laming Report</p> <p>Race Relations Amendment Act (2000)</p> <p>Human Rights Act (1998)</p> <p>Working Together</p> <p>Child Development</p> <p>Knowledge and understanding of the diverse needs of children ,young people and families</p> <p>Knowledge of child protection and ability to assess and manage risk</p>	A/I
<b>4. Skills &amp; Abilities</b>	
<p>Ability to demonstrate knowledge of a range of social work skills, methods and techniques appropriate to children and family work</p> <p>Ability to work collaboratively in partnership with families, other agencies and colleagues.</p> <p>Good oral and written communication skills</p> <p>Well developed interpersonal skills, adapting style to meet difficult situations often involving conflict</p> <p>Ability to assess and manage risks</p> <p>Ability to implement plans to meet identified needs</p> <p>A flexible and non judgemental approach</p> <p>Ability to organise and prioritise work within appropriate timescales and work flexibly within the overall objectives of the Team and to manage and prioritise own caseload appropriately</p> <p>Information Technology skills</p>	A/I

Report writing skills	
<b>5. Work Related Circumstances</b>	
<p>Applicants should have a full current driving licence and access to transport</p> <p>A policy of no smoking will apply</p> <p>The nature and demands of the post holders time are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time</p>	A.I

**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 *
<b>1. Qualifications/Training etc.</b>	
Certificate in counselling	A/I/C
<b>2. Experience</b>	
<p>Field work in a statutory Child Care team</p> <p>Experience of Court work</p> <p>Experience of the Assessment Framework and of undertaking Core assessments.</p>	A/I
<b>3. Knowledge</b>	
Core assessments	
<b>4. Skills &amp; Abilities</b>	
<p>Individual work with children and young people</p> <p>Group work</p>	A/I

**\* Method of Assessment**

**A** = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview,  
**P** = Presentation, **T** = Test, **AC** = Assessment centre