

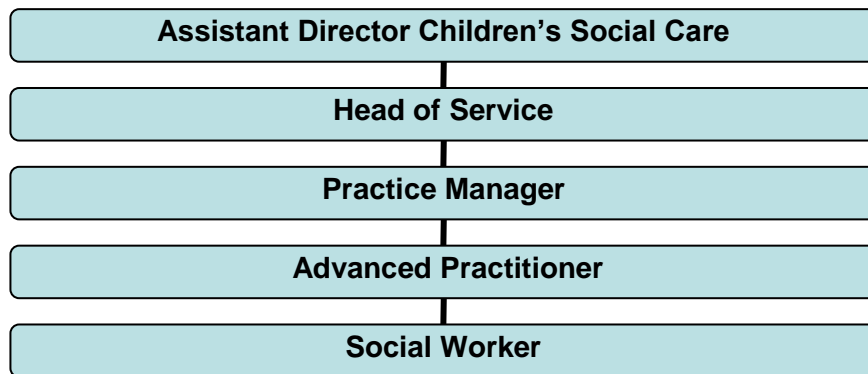
# **ROCHDALE BOROUGH COUNCIL**

## **JOB DESCRIPTION**

<b>SERVICE:</b>	Early Help and School
<b>SECTION:</b>	Children with Disabilities Team
<b>LOCATION:</b>	Various
<b>JOB TITLE:</b>	Social Worker
<b>POST NUMBER:</b>	
<b>Grade:</b>	Grade 7/8 Progression through the grades will be subject to the Rochdale Social Work Progression Pathway Policy and Procedures
<b>Accountable to:</b>	Practice Manager
<b>Accountable for:</b>	None
<b>Hours of Duty:</b>	37 hours per week in accordance with service requirements
<b>Any Special Conditions of Service:</b>	Required to travel within and outside the Borough. For car owners, car mileage payable.  An enhanced DBS check is necessary for this position.  For positions in First Response/MASS and Sunrise Greater Manchester Police Force Vetting at Level 3 will be required  Must be willing to work flexibly  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.  This post is not Politically Restricted in accordance with the current regulations (delete as appropriate)  In accordance with Section 7 of the Immigration Act 2016 this post requires the ability to converse at ease with members of the public and provide advice in accurate spoken English.

**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**

To provide a high quality professional social work service to children and their families, in accordance with Legislative requirements, the policies and procedures of the Service/Council by :

1. Assessing the needs of individual children and their families for social care service
2. Designing and arranging for provision of appropriate care services
3. Providing direct social work assistance to children and families
4. Establishing and developing effective collaborative working relationships with other agencies in pursuance of effective service provision

### **Control of Resources**

#### **Personnel**

None

#### **Financial**

Budgets as appropriate, in accordance with delegated authority

#### **Equipment/Materials**

To be responsible for the proper use of equipment/materials under the control of the post holder

#### **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 Professional Capabilities Framework and the strengthening practice programme.  
(As detailed in the attachments).

### **Relationships**

#### **Internal:**

Staff of the Children's Social Care Service, staff of other Council Services and Members of the Council

#### **External:**

Staff of Local Health Authorities, other statutory agencies, parents, children, other services users, voluntary organisations and community groups.

### **Responsibilities**

The post holder 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 in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

### **Principal Duties**

1. To ensure that the Council's duties under the relevant legislation are discharged in accordance with Council Policy in relation to individual service users, parents and carers.
2. To assess the needs of disabled children/young people and their families, including the identification of those at risk or in need of protection, and to provide services as appropriate.
3. To determine the most suitable intervention for children with disabilities and/or complex needs, having due regard to the resources available and to plan, implement and evaluate action taken.
4. To engage effectively with children, young people, their parents and carers, in the delivery of services. To ensure that high standards of customer care are constantly applied across all aspects of service provision.

5. To ensure that the legal/policy/practice requirements, particular to the specialist area in which the post holder operates are fully complied with.
6. To liaise and negotiate effectively with other sections of the Service and other colleagues in other statutory and voluntary agencies in pursuit of effective service provision.
7. To carry and manage a caseload as directed, in accordance with agreed policies and criteria.
8. To effectively review and plan work with children and families.
9. To maintain timely recording of work undertaken in client information systems, and to produce reports etc in accordance with established policies and procedures.
10. To disseminate information to team members and ensure they keep themselves up to date with national and local policy and legislative developments and research on best professional practice. Participate in learning and development opportunities relevant to the post
11. Provide evidence of CPD that meets the requirements of the PCF at Experienced Social Worker level.

### **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 statement

Job Description prepared by Pamela Wharton

Date Updated June  
2018 – Nina  
Mathieson

**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	<b>Early Help and Schools</b>	<b>Post:</b>	<b>Social Worker</b>
<b>Section :</b>	<b>Children with Disabilities</b>	<b>Post Number :</b>	
<b>Job Ref:</b>		<b>Grade:</b>	<b>7/8</b>

**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.

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<b>Criteria</b>		<b>How Identified: AF Application Form I Interview A Assessment</b>	
<b>(a) Special Working Conditions</b>			
1	Please confirm you are able to attend evening meetings and weekend conferences on occasions.	<b>E</b>	<b>AF/I</b>
2	Please confirm that you are willing to travel around the borough and other locations in the region and the country as required.	<b>E</b>	<b>AF/I</b>
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.	<b>E</b>	<b>AF/I</b>
<b>(b) Qualification and Experience</b>			
1	Are you nearing completion of a relevant qualification in Social Care Practice and be registered with the HCPC within the next 6 months?	<b>E</b>	<b>AF/</b>
2	Do you hold a relevant qualification in Social Care Practice (viz CSS, CQSW, Dip SW, SW Degree) and are registered with the HCPC?	<b>E</b>	<b>AF/production of qualifications/ registration</b>
3	Are you undertaking your training within the Teaching Partnership?	<b>D</b>	<b>AF/I</b>
4	Please provide details of your experience of undertaking direct work with children and young people.	<b>E</b>	<b>AF/I</b>
5	Please provide details of your experience to undertake social work assessments with service users.	<b>E</b>	<b>AF/I</b>
6	Please provide details of your experience to work to deadlines and to organise and plan your work effectively.	<b>E</b>	<b>AF/I</b>
<b>(c) Skills and Knowledge</b>			
1	Please provide details of your knowledge of social work with children, young people and families.	<b>E</b>	<b>AF/I</b>
2	Please provide details of your knowledge of social work intervention methods with children and their families.	<b>E</b>	<b>AF/I</b>
3	Please provide details of your knowledge of relevant legislation relating to children and young people.	<b>E</b>	<b>AF/I</b>

<b>(c) Skills and Knowledge (continued)</b>		
4	Please provide details of your knowledge of child development and the social care needs of children and young people.	E AF/I
5.	Please provide details of your experience and understanding of the needs of children with disabilities and/or complex needs.	E AF/I
6.	Please provide examples of your ability to communicate effectively verbally and in writing with service users and colleagues.	E AF/I
7.	Please provide details of your ability to effectively implement equality and diversity.	E AF/I
8.	Please provide examples of how you have worked creatively.	E AF/I
9.	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
10.	Please give details of your IT skills including the use of Client Information Systems, Microsoft Office, Windows, the Internet and Email.	E AF/I
11	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
<b>(d) Behaviours and Values</b>		
1	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <li>• Valuing our people</li> <li>• Focusing on customers</li> <li>• Acting with integrity</li> <li>• Using time and money wisely</li> <li>• Working together</li> <li>• Always learning and improving</li> </ul> <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E AF/I
<b>(e) Armed Forces</b>		
1	If applicable and you are applying under the Armed Forces Interview Scheme please confirm your last long term employer was the Armed Forces.	D AF
2	If applicable and you are applying under the Armed Forces Interview Scheme please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D AF