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| **Department** | **children’s services** |
| **Job Title** | **SOCIAL WORKER****children: referral and assessment (MASSS)** |
| **Grade** | **grade 8 – 9**Appointment to Grade 9 for social workers in Bolton will be made in cases where experienced social worker applicants hold the Post Qualification Specialist Award, PQ (2-6) or the Post Graduate Certificate in Professional Practice (or equivalent) or where the applicant provides documentary evidence that they progressed through the bar with a previous employer through a portfolio and evidence process with their progression having been confirmed by a progression panel.Progression to Grade 9 for Grade 8 social workers in Bolton will be achieved by successful completion of the Post Qualification Specialist Award or the Post Graduate Certificate in Professional Practice (or equivalent).  |
| **Primary Purpose of the Job** | To provide and enable the Department to provide an efficient and effective social work service. In doing so, the main purpose of the job is to undertake initial child /family needs assessments, including Section 47 enquiries and to provide short term interventions. The job also involves providing a generic duty for office visitors. |
| **Responsible to** | **Team Manager - Referral and Assessment Team** |
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| **Main Duties** |
| 1. | The provision of a purposeful, professional social work service to appropriate clients, including a diagnosis, assessment and treatment of their needs and problems in accordance with statutory requirements and Departmental Policies. |
| 2. | To contribute to the planning and development of the Team’s and the Department’s Referral and Assessment Services as required and as appropriate. |
| 3. | To participate in the organisation and administration of the work of the post so that the job of providing the service gets done. |
| 4. | To provide management information to assist in the setting, implementing and monitoring of the Department’s strategies and services. |
| 5. | To contribute to the allocation of the work of the Team. |
| 6. | To participate in providing a generic duty service to all office visitors. |
| 7. | To undertake child and family assessments and short term interventions. |
| 8. | To work directly with clients using a range of social work knowledge, skills, methods and techniques. |
| 9. | To contribute to ‘front door’ duty provision which involves the provision of generic advice and information to all office callers as part of the Multi Agency Screening Safeguarding Service |
| 10. | To arrange services and screen referrals which require further assessment. |
| 11. | To undertake Section 47 (Child Protection) enquiries in accordance with the Child Concern Handbook for Safeguarding Children. |
| 12. | To work within the Courts, taking statutory action when necessary to protect a child, including Emergency Protection Order applications and initiation of Care Proceedings. |
| 13. | To undertake initial child and family needs assessments (integrated with section 47 enquiries when appropriate) in accordance with the “Children In Need” Policy and Procedural Document. |
| 14. | To complete enquiry and assessment reports reaching conclusions on child and family needs and services. |
| 15. | To undertake short term social work intervention to assist children and families and to work with partner agencies to formulate child action, child protection plans. |
|   | **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. |
|  | **Promoting equality and diversity -** To accept everyone has a right to his or her distinct identity. To treat everyone with dignity and respect and to ensure that what our customers tell us is valued by reporting it back into the organisation. To promote and participate in the council’s work to eliminate discrimination; advance equality of opportunity; and foster good relations between our diverse communities. |
|  | **Developing Self and Others** - To use processes and put processes in place to generate a learning environment. To focus on the strengths and requirements of all individuals and enable them to further their skills and knowledge. To actively pursue your own development. To be self-aware and role model continuous self-development. |
|  | **Responding to Civil Contingencies -** Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council's Emergency Management Plan is activated, you could be required to assist, or assist others, in the continued maintenance or delivery of key Council services and of support to the community. This could require working outside of routine working hours and could entail working from places other than your normal place of work.N.B. Emergencies requiring activation of the Bolton Council Emergency Management Plan only occur very infrequently. If you are asked to respond to an emergency, your personal circumstances at the time will be taken into account. |
|  | **Date Job Description updated Jan 2017** |



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| **Department** | **Children’s Services** |
| **Job Title** | **social worker - referral and assessment**  |

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| **Stage One** | Disabled Candidates are guaranteed an interview if they meet the essential criteria |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Knowledge of Social Work Law and practice, particularly in relation to referral and assessment. | Application/interview |
| 2. | Knowledge of short term interventions, applying appropriate methods and techniques in order to deliver improved outcomes for children. | Application/interview |
| 3. | Ability to interpret policy and provide appropriate advice and guidance to a variety of stakeholders and service users. | Application/interview |
| 4. | An up to date understanding of child protection issues in order to undertake child protection enquiries. | Application/Interview |
| 5. | Demonstrate effective verbal and written communication skills in order to complete assessment reports, including analysis to reach conclusions and articulate this information as appropriate. | Application/Interview |
| 6. | Demonstrate effective problem solving and decision making skills by applying solutions that contribute to appropriate outcomes for children and families. | Application/Interview |
| 7. | Ability to work as part of a team and on own initiative in order to meet service objectives and assessment timescales. | Interview |
| 8. | **Health and Safety -** The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk. | Interview |
|  | **Promoting equality and diversity –** Understand how knowledge of our diverse communities can help us to deliver effective services and reduce disadvantage in the borough. Listen to contributions made to service development without prejudice. Challenge behaviours and processes which do not support the council’s work to eliminate discrimination; advance equality of opportunity; and foster good relations, while being prepared to accept feedback about own behaviour.  | Application Form/Interview |
|  | **Customer Care** - Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users | Application Form/Interview |
|  | **Developing Self and Others** - Coach and mentor others. Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Apply a range of development activities to develop and train staff. Endorse the principles of Investor in People. Strives for improvement and take responsibility for own development. Be self-confident and lead by example | Application Form/Interview |
| **2. Experience/Qualifications/Training etc** |
|  | CQSW/DipSW/CSS or equivalent | Application /Interview |
| **3. Work Related Circumstances** |
|  | Bolton Council is a Smoke-Free Employer.The nature and demands of the post holder’s time are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time. | InterviewInterview |
|  | This post has been designated an essential car user post. Applicants should have a full current driving licence and access to transport. | Interview |
|  | Able to work at more than one site.**Health & Care Professions Council**Must be registered or applied for registration with the Health & Care Professions CouncilThis post is subject to an enhanced disclosure from the Disclosure & Barring Service. | InterviewCertificate/ApplicationSatisfactory DBS disclosure |

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| **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** |
| **1. Experience/Qualifications/Training etc** |
| 1. | Experience as a front line Duty Officer within a Children’s Services Department | Application/Interview |
| 2. | Experience of undertaking Child Protection Enquiries | Application/Interview |

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| Note to Applicants**: Please try to show in your application form, how best you meet these requirements** |
| **Date Person Specification updated:**  | **January 2017**  |
| **Person Specification updated:**  | **Jo Bibby** |