

## **Children and Young Peoples Service – Job Description**

**POST:** SOCIAL WORKER

**GRADE:** SWC Sp 32 to 44

**RESPONSIBLE TO:** TEAM MANAGER

**RESPONSIBLE FOR:** N/A

### **MAIN OBJECTIVES OF THE POST**

- To deliver a high quality social work service to children and families working in partnership with other statutory and third sector organisations.
- To work with children in care and their families to secure stable, safe permanent care arrangements.
- To undertake child protection enquiries, assessments (initial and core), work with children subject to a child protection plan, respond to requests to accommodate children, initiated care proceedings,
- To participate in team and other service meetings and activities as appropriate.

### **MAIN ROLE & RESPONSIBILITIES**

1. To undertake Assessments within the required timescales in accordance with the Framework.
2. To assess, and identify levels of risk and need and deliver protective or supportive service for children with a child protection plan.
3. To implement care plans by working in partnership with parents and colleagues from other agencies to effect better outcomes for children with Child Protection plans
4. To accommodate children and young people and initiate care proceedings when appropriate
5. To formulate care plans in partnerships with children and young people, their families and other providers of care and assistance based on these assessments.
6. To produced courts statements and when required, give evidence in court on behalf of the Local Authority
7. To promote the welfare of children in need with particular regard to their age, sex, health, race, religion, culture and life experience as appropriate.

8. To provide verbal and written reports to child protection conferences, strategy meetings, planning meetings and reviews
9. To maintain and develop up to date relevant skills and knowledge of current legislation, policy and social work practice.
10. To use information technology systems to carry out duties.
11. To take responsibility for managing an individual caseload, having regard to the relative needs of all service users and ensuring an effective use of time and resources.
12. To attend and actively make use of supervision and performance appraisal
13. To contribute through team meetings and organizational events to the development of the service.
14. To maintain accurate and up to date electronic case records in line with policies and procedures
15. To ensure that all expenditure on cases is properly authorized and recorded, and that cases with financial packages are regularly monitored and reviewed.
16. To act as duty office on a rota basis and as required by line management
17. To report any concerns about abuse or malpractice by colleagues in line with the Council's Whistle Blowing Policy
18. To ensure that all legislation and local council policies regarding Health and Safety are adhered to.
19. These activities may be varied from time to time to meet the changing needs of the service.

**This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure check with the DBS will be undertaken.**

## Children and Families Person Specification

**POST:** SOCIAL WORKER

**GRADE:** SWC Sp 32 to 44

**RESPONSIBLE TO:** TEAM MANAGER

**RESPONSIBLE FOR:** None

These are the qualities we believe to be necessary to do this job. You should clearly show in your application how your skills/experience meet some or all of them, as the short listing decision will primarily be based on our assessment of you against these criteria.

The final assessment process will also seek to assess these characteristics.

### **Abilities/Experiences**

1. Experience of working directly with children and young people and their families from a linguistically and culturally diverse community
2. Experience of working in the Statutory, Voluntary or Independent sector
3. Knowledge and experience of using a range of IT applications including Microsoft office and computer based social care record keeping systems

### **Qualifications**

4. Relevant Social Work qualification and active HCPC registration
5. Evidence of post-qualification continuing professional development

### **Knowledge/Skills**

6. Ability to undertake high quality assessments, provide clear analysis, within prescribed timescales and to formulate evidence based care plans and packages of service provision.
7. Ability to analyse risk in child protection and to plan appropriate interventions.
8. A knowledge and understanding of the developmental needs of children and young people within the context of their family and other social relationships.
9. Ability to demonstrate an understanding of permanency planning to include adoption, special guardianship and long term fostering.

10. Ability to understand and work with a variety of family relationships and demonstrate an understanding of issues in relation to communities from different linguistic and cultural backgrounds
11. Knowledge of, and the ability to apply in practice, the principles of child care legislation relating to child protection children in care and the provision of services to children in need.
12. Knowledge of, and skills in, social work methods to promote positive change in accordance with assessed need, including ability to work directly with children and young people at times of change and loss.
13. Verbal and written communication skills, to include an ability to provide written reports for conferences, reviews, and Court proceedings and present information confidently in these arenas.
14. Ability to effectively manage and prioritise a workload, to make use of supervision and take responsibility for your continuous professional development.
15. Ability to work in anti-discriminatory way with all service users.
16. Ability to work as part of single agency and multi-agency team including other statutory and third sector partners.
17. Ability to demonstrate an understanding of why Customer care is important in employment and service delivery.
18. Ability to demonstrate an understanding of issues in relation to communities from different linguistic and cultural backgrounds.
19. Ability to demonstrate an understanding of and commitment to the Council's Equal Opportunities Policy and its importance in employment and service delivery
20. Flexibility to work outside of office hours when necessary and to undertake any other temporary duties consistent with the basic duties and/or objectives of the post.