

Job Profile

Position Details	
Post	Social Worker
Service Area	Children and Young People's Service
Reports to	Team Manager
Grade	SWC
Job Family	Children's Services

Role Purpose
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 Responsibilities
<ol style="list-style-type: none">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 plans4. To accommodate children and young people and initiate care proceedings when appropriate5. 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 Authority7. 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 reviews9. 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.

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Experience of working directly with children and young people and their families form a linguistically and culturally diverse community.	E
Experience of working in the Statutory, Voluntary or Independent sector.	E

Knowledge and experience of using a range of IT applications including Microsoft office and computer based social care record keeping systems.	E
Relevant Social Work qualification and active HCPC registration.	E
Evidence of post-qualification continuing professional development.	E
Ability to undertake high quality assessments, provide clear analysis, within prescribed timescales and to formulate evidence-based care plans and packages of service provision.	E
Ability to analyse risk in child protection and to plan appropriate interventions.	E
A knowledge and understanding of the developmental needs of children and young people within the context of their family and other social relationships.	E
Ability to demonstrate an understanding of permanency planning to include adoption, special guardianship and long-term fostering.	E
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	E
Knowledge of, and the ability to apply in practice, the principles of childcare legislation relating to child protection children in care and the provision of services to children in need.	E
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.	E
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.	E
Ability to effectively manage and prioritise a workload, to make use of supervision and take responsibility for your continuous professional development.	E
Ability to work in anti-discriminatory way with all service users.	E
Ability to work as part of single agency and multi-agency team including other statutory and third sector partners.	E
Ability to demonstrate an understanding of why Customer care is important in employment and service delivery.	E
Ability to demonstrate an understanding of issues in relation to communities from different linguistic and cultural backgrounds.	E
Ability to demonstrate an understanding of and commitment to the Council's Equal Opportunities Policy and its importance in employment and service delivery	E

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.	E
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Main Contacts & Other Information
<p><u>Main Contacts:</u> Service Users Internal and External stakeholders</p> <p><u>Other Information:</u> This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p>

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x				
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.
If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes		Use of a computer.	Yes	
Audio typing.	No		Crisis or conflict situations.	Yes	
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	

Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
N/A
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
N/A
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
N/A
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
N/A
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
N/A
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
N/A