

# Job Profile

Position Details	
Post	Social Worker
Service Area	Children & Young People with Special Needs Disabled Children's Team
Reports to	Team Manager
Grade	SW3
Job Family	To be completed by HR

Role Purpose
To deliver all aspects of social work provisions to Disabled Children and their families.

Main Responsibilities
<ol style="list-style-type: none"> <li>1. To assess, identify levels of risk and need and deliver protective or supportive services for children at risk or in need or subject to a Protection Plan.</li> <li>2. Understanding and awareness of the changes taking place in social work including 'integrated services approach'.</li> <li>3. To deliver a high quality service to children in our care within our role of corporate parent and aimed ensuring best outcomes for children and young people.</li> <li>4. To implement Child Protection plans by working in partnership with parents and colleagues from other agencies to effect better outcome for children on the Register.</li> <li>5. To promote the welfare of children in need with particular regard for their age, sex, disability, health, race, religion, culture and life experience.</li> <li>6. To accommodate children and young people and initiate care proceedings when appropriate.</li> <li>7. To work with Young People and families around times of transition and transfer to Adult social care services.</li> <li>8. To implement care plans, including arrangements for funding and ensuring that the cost of provision remains within agreed budgets.</li> <li>9. To ensure that all expenditure on cases is properly authorised and recorded and that cases with financial packages are regularly monitored and reviewed.</li> <li>10. To monitor and review the implementation of and to provide continuing advice, support and social work services to children and young people, their families and their carers.</li> </ol>

11. To produce court statements and when required, give evidence in court on behalf of the Local Authority in Family Proceedings Court and any other court within Family Division as required.
12. To provide verbal and written reports to Child Protection conferences, strategy meetings, planning meeting and reviews.
13. 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.
14. To attend and make use of supervision and staff appraisals.
15. To maintain and develop up to date relevant skills and knowledge of current legislation, policy and social work practice, through training as required or agreed by Team Manager.
16. To contribute through team meetings and organisational events to the development of the Disabled Children's Team.
17. To participate in the development and implementation of performance indicators and quality service standards.
18. To maintain accurate and up to date electronic case records in line with Departmental policies and procedures.
19. To use information technology systems to carry out duties. To maintain own professional development and conduct to ensure continual eligibility for registration with the General Social Care Council.
20. To act as duty officer on a rota basis and as required by the Team Manager. The duty social worker is responsible for dealing with issues that arise with unallocated work or those which arise on allocated cases when the allocated worker is unavailable.
21. To report any concerns about abuse or malpractice by colleague, in line with the Council's Whistle Blowing Policy.
22. To ensure that all legislation and local council policies regarding Health and Safety are adhered to.
23. 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
<p>These are the qualities we believe to be necessary to do this job. You should clearly show in your application how your skill/experience potential meet some or all of them, <u>as the short listing decision will be based on our assessment of you against these criteria.</u></p> <ul style="list-style-type: none"> <li>• <i>This position requires the post holder to undergo an enhance check (Disclosure and Barring)</i></li> </ul> <p><b>Experience /qualifications</b></p> <ul style="list-style-type: none"> <li>• Social Work qualification and registration with the HCPC</li> <li>• Experience of working directly with Disabled children and young people and/or Disabled adults and their families from a linguistically and culturally diverse community.</li> <li>• Experience of working in the Statutory, Voluntary or the Independent sector.</li> <li>• Experience of using computers, including Microsoft office applications.</li> </ul> <p><b>Skills / knowledge / abilities</b></p> <ul style="list-style-type: none"> <li>• Ability to undertake high quality assessments and provide clear analysis, with prescribed timescales.</li> <li>• Skills in assessing the needs of Disabled children and young people, in the formulating care plans and packages of service provision.</li> <li>• Ability to analyse risk in child protection and to plan appropriate interventions.</li> <li>• A knowledge and understanding of the developmental needs of Disabled children and young people within the context of their family and other social relationship.</li> <li>• Ability to understand and work with a variety of family relationships.</li> <li>• Knowledge of, and the ability to apply in practice, the principles of child care legislation relating to child protection, looked after children and the provision of services to children in need.</li> </ul>	

<ul style="list-style-type: none"> <li>• Knowledge of, and skills in, social work methods to promote positive change in accordance with assessed need. To include methods of working directly with Disabled children and young people at times of change and loss.</li> <li>• Verbal and written communication skills, to include an ability to provide written reports for conferences, reviews and Court proceedings and present information in these areas.</li> <li>• Ability to manage and priorities a workload, to make use of supervision and work as a member of a team, working jointly as appropriate.</li> <li>• Ability to work in anti-discriminatory way with all service users.</li> <li>• Ability to work with colleagues within the Children’s Network and from other statutory and independent organisations.</li> <li>• Ability to demonstrate an understanding of why Customer care is important in employment and service delivery.</li> <li>• Ability to demonstrate an understanding of issues in relation to communities for different linguistic and cultural background.</li> <li>• Ability to demonstrate an understanding of and commitment to the Council’s Equal Opportunities Policy and its importance in employment and service delivery.</li> <li>• Flexibility to work outside of office hours when necessary to complete the duties of the post.</li> </ul>	
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Main Contacts & Other Information
<p><u>Other Information:</u> This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p>

