



JOB DESCRIPTION

Post Title	Social Worker
Service Area	Childrens & Families
Job Family	
Grade	9
Accountable to	Team Manager
Accountable for	N/A
Date Evaluated	N/A

Purpose of Job

To participate in the effective delivery of statutory social work services to children, families and carers, be responsible for undertaking social work assessments, contributing to multi agency planning, implementing actions, providing interventions and negotiating for and co-ordinating resources, in relation to children in need, child protection, looked after children and care leavers.

Key Accountabilities & Duties

1. To provide a service to children and their families who meet the threshold for statutory social work intervention. Assessing, planning and reviewing the needs for appropriate services and providing reports. Providing advice, support and information to meet children and family's needs in partnership with carers / parents.
2. Commit to the protection and safeguarding of children, young people and vulnerable adults, and value and respect their views and needs.
3. Contributing to the development of the team and service ensuring service users are provided with effective services ensuring anti discriminatory practice and in accordance with agreed performance standards.
4. Participate in individual and group supervision and training, to ensure that team and departmental performance standards are met and individual professional skills and knowledge is developed.
5. Ensure written records are accurate and kept in accordance with Data Protection requirements and department policies and procedures.
6. Contribute with the Team Manager in developing a Business Plan within a strategic framework for presentation to the Service Managers.
7. Participate in the monitoring and evaluation of service delivery and service performance against specified standards and targets.
8. Contribute and/or undertake direct work with individuals, families and groups in conjunction with other teams or resources.
9. To work flexibly according to the needs and requirements of children, young people and their families to achieve the most effective service and fulfil statutory requirements.
10. To perform other duties that may be specified by the Team Manager or Service Manager.
11. All Social Work Staff are required to adhere to the various professional standards, including the Professional Capability Framework and the Health and Care Professions Council Standards.

Core Responsibilities and Deliverables

Financial Management

1. To deliver Children and Families services within budget.
2. To comply with the Council's financial policies and requirements.
3. To identify and propose opportunities for innovation, commercialisation, cost savings, cost recovery or income generation.

Customer Relationships

1. To deliver Children and Families services in accordance with agreed service standards.
2. To monitor and act upon customer feedback to improve customer experiences and to meet or exceed customer satisfaction.
3. The dissemination of information, and promoting effective liaison with other related agencies.

Operational Effectiveness and Compliance

1. To operate in accordance with HR policies and practice.
2. To undertake continuous improvement activity to improve the effectiveness of services.
3. To comply with all Council policies in relation to Health and Safety and Information Governance.
4. To escalate risks and issues which may impact any aspect of performance or the Council's reputation.
5. Deliver an effective Social Work Service and taking responsibility for performance
6. The effective management of personal workload.
7. Ensure that records are maintained and reports are completed to a high standard.
8. Commit to the protection and safeguarding of children, young people and vulnerable adults, and value and respect their views and needs.

Person Specification

Criteria	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Social Work Degree or DIPSW • Qualified Social Workers should also be registered with Health and Care Professions Council Standards (HCPC) or have proof of application for registration. 	
Knowledge, Experience and Skills	<ul style="list-style-type: none"> • Relevant post qualifying training. • Comprehensive knowledge of relevant legislation and procedures. • To be child focussed. • Experience of working within statutory Social Work children and family services. • Ensure the safeguarding of children, young people and/or vulnerable adults. 	

	<ul style="list-style-type: none"> • Ability to make reasoned decisions with management consultation. • Ability to access and analyse information from a number of sources quickly and when under pressure. • Experience and ability to undertake robust assessments. • Experience of analysing risk and developing plans to effectively manage risks. • Ability to develop and progress plans for children and their families. • Understanding and ability to ensure permanency plans are in place for children. • Understanding of the ethos of systemic practice & assessment. • Experience of working in a partnership with families and delivering a child centred service • Appropriate use of supervision. • Ability to organise and be efficient with time. • Ability to set personal standards and monitor performance. • To be self-motivated and be resilient. • Experience and clear understanding of multi-agency working in the context of statutory Social Work with children and families. • Ability to positively promote the service, and act in a public relations capacity. • Ability to communicate clearly, concisely and persuasively in writing and orally. • Experience and ability to write reports to a high standard. • Experience in understanding and using 	
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	<p>statistical and performance data.</p> <ul style="list-style-type: none"> • Experience and ability to present information verbally to groups of people. • Understanding the Council's values. • Ability to ensure Equal Opportunities and diversity are respected, followed, promoted and developed. 	
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Core Behaviours

- Takes personal accountability and holds others to account.
- Takes responsibility for own development.
- Listens to and respects the opinions of others.
- Asks for, reflects upon and acts on feedback.
- Works collaboratively with others to deliver the best outcomes.
- Actively seeks opportunities for improvement in organisational processes and activity.
- Builds understanding and commitment to transformational change.
- Sets standards for customer service.
- Builds relationships of trust and alliances with customers groups.

Additional Requirements

1. The duties and responsibilities highlighted in this job description may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, scope and grading of the post.
2. The post holder must have the ability to understand the needs of a multi-racial society and be prepared to implement the Council's Equal Opportunities Policy at a level appropriate to the job and must at all times carry out his/her responsibilities with due regard to the Council's Equal Opportunities Policy.
3. The post holder is required to be familiar with the Directorate's Health and Safety Policy and be aware of and observe any part of the policy related specifically to the duties and responsibilities of the post.

Standby Payment	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Fire Marshall	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
First Aider	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Politically Restricted	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tool Allowance	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Emergency Planning Rota	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Contractual Car User (see intranet for more information)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
DBS (see intranet for more information)	Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Basic Disclosure (see intranet for more information)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>