

JOB DESCRIPTION

Job Title: Social Worker

Directorate & Section/Unit: Children's Services

Reporting to: Team Manager

Responsible for: Not Applicable

Salary Grade: SCP 22 – 31

DMA Management Level: Frontline

DMA Span of Control (Direct Reports): Not Applicable

Our People Values:

To uphold and act in accordance with Worcestershire County Council's values:

- **Customer Focus** - Ensure delivery of a high-quality service which meets the needs of Customers.
- **Can Do Culture** - Be proactive to achieve excellence, finding solutions and creative ways of working
- **Freedom within Boundaries** - Make constructive change through cohesive decision making, ensuring services are responsive.

Purpose of job:

- To work in partnership with children and families to address their social, emotional and environmental needs. The wishes of children and their families are of vital importance in formulating any plans in conjunction with multi-agency networks. Overall the role is to safeguard and promote the welfare of the most vulnerable children and young people in Worcestershire through the delivery of high quality services.
- To assess the risks and needs for vulnerable children and delivering services to improve the quality of their life. To co-ordinate services that enable the best outcome for children, young people and their families/carers and ensure the appropriate use of resources.

Main Activities & Responsibilities:

- As an experienced social worker, it is a requirement to be working towards a level of operating self-sufficiently in the application of relevant legislation, policy, procedures and social work theory (within normal arrangements for management accountability).
- The Social Worker must ensure the well-being and safety of the child/young person is paramount. This is through gathering and analysing all necessary information to complete a range of assessments that comply with statutory requirements and may require the Social Worker to consider alternative placements for the child or young person.
- To carry out tasks that fulfils the statutory requirements of children and young people receiving services.
- The Social Worker may be expected, on occasions, to represent the Authority in court and also may be required to attend as a witness or give evidence.
- To attend a range of meetings to update and exchange information, make decisions and review progress.
- To create, develop and review multi-agency outcome focussed plans for children and young people.
- The Social Worker will undertake day duty tasks as required. Duty tasks will require telephone calls, visits or attending meetings.
- The Social Worker will be required to collect and maintain accurate records and update appropriate systems which are both confidential and in-keeping with relevant legislation, e.g. data protection.

- To participate in the supervision process.
- The Social Worker will be required to attend relevant training courses and staff development programmes as part of their continued professional development.

Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy.
- Working with some vulnerable children, young people and adults can, at times, be emotionally challenging for which appropriate support will be provided through management supervision. The post holder must be able to deal with such mental demands.
- This post is exempt from the Rehabilitation of Offenders Act and / previously met the definition of Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006) and is therefore subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) (as defined by the Police Act).
- This post meets Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) and is subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) and the relevant children and/ adults barred list(s) checks.
- The Code of Practice on the English Language Requirement for Public Sector Workers (the fluency duty) applies to this post. Therefore, an ability to fulfil all spoken aspects of the role with confidence through the medium of English is essential for the post.
- It may not be necessary for you to undertake out-of-hours stand-by duties whilst there is an Emergency Duty Team. If, however, you volunteer to assist the Emergency Duty Team, payment will be as follows:
 - Stand-by duty allowance in accordance with NJC rates, which also covers occupied time of one hour or less in the session;
 - For any additional occupied time, the appropriate overtime rates as determined by the County Council from time to time.

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Assistant Directors, senior managers, management teams, managers and staff across all Directorates, project staff, governors, headteachers, teachers, support and other school-based staff.

External: District & County Councils, Government agencies and departments, healthcare professionals, PCT, Police, Fire, Probation Service, educational settings, suppliers, contractors, service providers, statutory and voluntary organisations, service users, clients, customers, parents and pupils, members of the public, volunteers.

Additional Information:

- The ability to travel throughout the county, including areas where there is limited public transport and be able to reach, including but not limited to, families, young people, internal and external clients and within a timely manner.

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Equality Act.

Review Date: April 2022

*** WCC is aiming towards a 5-level management organisational structure with level 5 being the Chief Executive.**

PERSON SPECIFICATION

Job Title: Social Worker

Directorate & Section/Unit: Children's Services

Salary Grade: SCP 22 – 31

EXPERIENCE:

It is **essential** that the post holder has:

- Significant experience of work with children and families.
- Significant post-qualifying experience as a Social Worker.
- Experience of working with children and families.

It is **desirable** that the post holder has:

- Experience of work with abused or vulnerable children and their families.
- Experience in undertaking child abuse investigations and assessments.

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Specialist knowledge of theories and practice relating to Social Work to achieve successful outcomes for children and families.
- Detailed knowledge of current legislation relating to children and families.
- Detailed knowledge of child development.
- The ability to communicate clearly and effectively both orally and in writing.
- Good inter-personal skills and the ability to relate to a wide range of people.
- The ability to organise work effectively and deal with multiple priorities.
- The ability to work as part of a multiple disciplinary team and build strong working relationships.
- Good IT skills.
- Assessment skills relating to work with children and families including complex family situations.
- Liaison and negotiation skills with other agencies and service users.

It is **desirable** that the post holder has:

- Knowledge of child abuse, its manifestations, causes and consequences.
- Knowledge of child protection practice and procedures.
- Skills in direct work with children including those who may have been abused.
- Skills in investigation and assessment of child abuse.
- The ability to relate to children and adults from a range of cultural backgrounds.

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- A professional qualification in social work.
- Current Social Work England Registration.

It is **desirable** that the post holder has:

- A Level 1 qualification in Essential Digital Skills or evidence of excellent IT skills in Microsoft Office.