

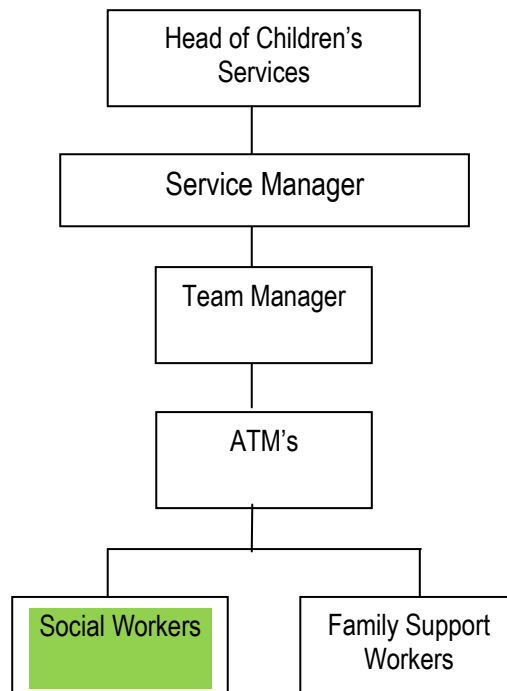
Job Description and Person Specification

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| Job title: | Social Worker |
| Directorate: | Communities |
| Service: | Children and Family Services |
| Team: | Various |
| Post number: | Various |
| Salary grade: | HI |
| Work location: | West Berkshire |

Job Purpose

- To provide professional and comprehensive casework to a caseload of children and young people appropriate to experience and capabilities. To ensure the highest of professional standards and good overall knowledge of relevant legislation regulation and practice methods
- To ensure provision of good quality services which integrate government and local initiatives and guidance including for example, Working Together, Child Protection procedures, Looked After Children's processes, the Assessment Framework and Common Assessment Framework

Structure Chart



Main Duties and Responsibilities

- To provide an efficient and effective service to children, young people and their families, ensuring that the needs of the children and their parents/carers are professionally assessed.
- To investigate, evaluate and analyse information on cases, demonstrating clarity of assessment, reliability of information, evidences conclusions and realistic action plans. Ensure adequate recording that evidences practice
- To develop practice, which takes a holistic view of the individual locating them in both their immediate and extended social circles, and having full regard to their overall development needs.
- To be familiar with Equal Opportunities good practice and the Council Policy and Plan and to implement this in all aspects of working practice and promote it in the team, workplace and wider organisation
- To ensure that all case management complies with the statutory requirements and the Council's policies and procedures
- To prepare and submit written reports as and when required, including statements and care plans for care proceedings in the Family Proceedings, County and High Courts.
- To ensure the Assistant /Team Manager is kept fully apprised of problems arising from workload and seek advice as and when necessary.
- Where appropriate to act as the duty worker for the team, responding to queries and issues.
- To use ICT to maintain accurate case records, and to be able to report on key performance management data.
- To proactively liaise with and work in partnership other agencies and organisations, parents and carers. To promote the involvement of young service users and families in service development
- To attend conferences, reviews and court as required for each case presenting the Council plans and opinions with professionalism and integrity.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

Scope (impact on/control of resources, people, money etc)

- As well as working closely with colleagues in partner agencies the post holder will be expected to work closely with the courts, voluntary and other agencies.
- In some cases the post will be based in an integrated multi-professional team and the post holder will need to demonstrate an understanding of & commitment to working across traditional professional boundaries
- To contribute to the achievement of good quality services for the prevention of social work services, taking into account national standards and guidelines and evidence of what works.

Person Specification

| Qualifications | Essential/ Desirable |
|--|-------------------------|
| Recognised social work qualification. | E |
| Evidence of commitment to CPD | E |
| Experience | |
| Experience and evidence of identifying the needs of young people and establishing targeted programme to meet needs. | E |
| For Newly qualified workers they must have undertake a statutory placement in a Children's team. | E |
| Experience of multidisciplinary working with children and families. | D |
| Practical experience of applying assessment skills within statutory social work settings | E |
| Experience of writing reports for court and presenting evidence in court. | D |
| Knowledge and understanding | |
| Knowledge of child protection looked after children and associated child in need social work practice issues and knowledge of methods of social work intervention. | E |
| Knowledge of relevant legislation, regulations, guidance and policies. | E |
| Knowledge and understanding of the framework for the assessments of children in need and their families. | E |
| Contemporary knowledge of social work applications i.e. attachment theory, enabling change, behaviour and behaviour management. | E |
| Skills and abilities | |
| Ability to use Outlook, and a web browser to access information | E |
| Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc) | E |
| Proven ability to work as part of a team | E |
| Good organisational and planning skills. | E |
| Ability to write appropriate reports and keep documentation up to date | E |
| Work-related personal qualities | |
| Good customer/client relationships | E |
| Strong interpersonal skills | E |
| The ability to adapt and cope | E |
| The ability through reflection to analyse, interpret and make where appropriate make judgements | D |
| The ability to plan and perform | E |
| Other work-related requirements | |
| Must hold a current driving licence (the post holder needs to be able to drive, this | E |

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| may include occasional long journeys to visit children in placement. Any applicant will need to be able to undertake occasional long car journeys) | |
| Flexible in the use of time and preparedness to work, at times, outside the normal working day. | E |
| Be able attend meetings and to work at a variety of locations both within and outside the District. | E |
| This role requires an Enhanced Disclosure from the Disclosure & Barring Service (DBS) | E |
| This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post | E |