

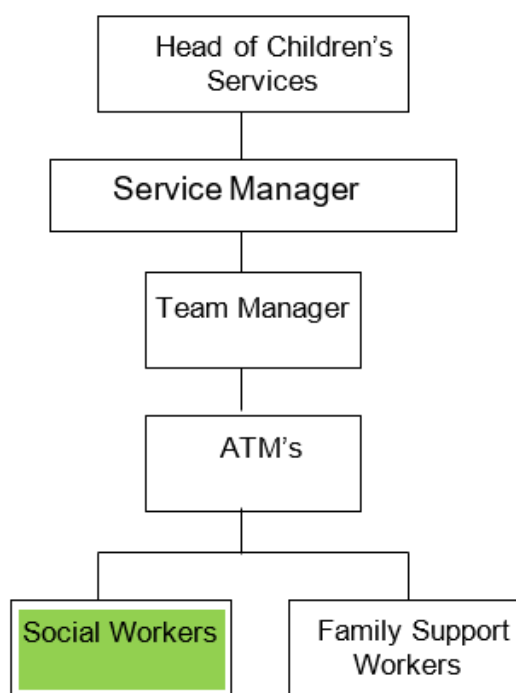
## Job Description and Person Specification

<b>Job title:</b>	Social Worker
<b>Directorate:</b>	People
<b>Service:</b>	Children and Family Services
<b>Team:</b>	Contact, Advice and Assessment Service
<b>Post number:</b>	
<b>Salary grade:</b>	H – I
<b>Work location:</b>	West Point House
<b>Reports to:</b>	Assistant Team Manager/Team Manager
<b>Supervises:</b>	N/A

### Job Purpose

- To use professional knowledge to assess, monitor and review individual social care needs of children, relatives and carers, in accordance with agreed competency and quality standards and professional good practice
- To work in partnership with families, relatives and other professionals in relation to safely managing risk with strong emphasis on relationship-based practice in a way which recognises and builds on their strengths and keeps families together.
- To ensure the highest of professional standards and good overall knowledge of relevant legislation, regulation and practice methods

### Structure Chart



## Main Duties and Responsibilities

- Using professional knowledge and skills to assess risk and social care needs of children and their families within the relevant statutory frameworks
- Effective caseload management that demonstrates clarity of assessment, professional curiosity, reliability of information to evidence analysis and recommendations for realistic action plans.
- 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.
- Ensure timely and accurate recording which captures the child's voice and views, wishes and feelings of those caring and supporting them. To use ICT to maintain accurate case records, and to be able to report on key performance management data.
- Responsibility for monitoring, reviewing and assessing the progress of a child's plan to ensure its effectiveness and to take appropriate action to avoid drift and delay.
- To ensure that all case management complies with the statutory requirements and the Council's policies and procedures
- Ensure high quality, timely preparation and submission of written reports, including statements and care plans for care proceedings and preparation for giving evidence in court.
- To ensure through case and reflective supervision, that the supervisor and Team Manager is kept fully apprised of progress of plans for children, issues arising from workload and seek advice as and when necessary.
- Be part of the duty rota for the team, responding to queries and issues.
- To attend conferences, reviews and court as required for each case presenting with professionalism and integrity.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity. Commitment to recognise unconscious bias and practice in an anti-oppressive manner.

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

- Show respect for children, families and colleagues
- Work as part of a team to achieve goals
- Seek opportunities to improve skills and understanding
- Use initiative and seek creative solutions

<b>Person Specification</b>	<b>Essential/ Desirable</b>	<b>Internal Use Only</b>
<b>Qualifications</b>		
Recognised social work qualification.	E	1
Up to date registration with Social Work England	E	2
Evidence of commitment to CPD	E	3
Successful completion of Assessed and Supported Year in Employment	E	
<b>Experience</b>		
Experience and evidence of identifying the needs of young people and establishing targeted programme to meet needs.	E	1
Experience of multidisciplinary working with children and families.	D	1
Practical experience of applying assessment skills within statutory social work settings	E	2
Experience of writing reports for court and presenting evidence in court.	D	2
<b>Knowledge and understanding</b>		
Knowledge of child protection, children in care and associated child in need social work practice issues and knowledge of methods of social work intervention.	E	1
Knowledge of relevant legislation, regulations, guidance and policies.	E	2
Up to date knowledge of social work applications i.e. attachment theory, enabling change, behaviour and behaviour management.	E	3
<b>Skills and abilities</b>		
Basic ability to use Microsoft Office (Outlook, Word, Excel, PowerPoint etc) and ability to use electronic case recording system	E	2
Good organisational and planning skills.	E	4
Ability to write appropriate reports and keep documentation up to date	E	5
<b>Work-related personal qualities</b>		
Strong interpersonal skills	E	1
The ability to approach change in a positive way and adapt and to new ways of working	E	2
The ability to analyse, hypothesise and safely plan ensuring the safety of children is a priority	D	1
<b>Other work-related requirements</b>		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	1
Enhanced DBS check with relevant barred list/s	Yes	n/a
Is this post politically restricted?	No	n/a
Must hold a current driving licence (the post holder needs to be able to drive, this may include occasional long journeys to visit children in their homes)	E	2
Flexible in the use of time and preparedness to work, at times, outside the normal working day.	E	3
Be able attend meetings and to work at a variety of locations both within and outside West Berkshire.	E	4