



| <b>Job description</b> |                        |
|------------------------|------------------------|
| <b>Job title</b>       | Advanced Social Worker |
| <b>Grade</b>           | Pay Band M             |
| <b>Directorate</b>     | Children's Social Care |
| <b>Section/team</b>    | Children's Social Care |
| <b>Accountable to</b>  | Team Manager           |
| <b>Responsible for</b> |                        |
| <b>Date reviewed</b>   | April 2018             |

### **Purpose of the Job**

Under the supervision of a specified manager, the post-holder will ensure that needs of children, young people and their families are identified, safeguarded and monitored in accordance with the requirements of the Children Act, Service policy, procedures and other relevant requirements and legislation. This may also include the management and supervision of a child's placement, through meeting fostering and, or adoption regulations and standards.

It is a clear expectation of the post-holder that they have the ability to practice at a high level, consistently demonstrating advanced Social Worker knowledge, skills and experiences commensurate with the grading of this post.

### **Duties and Responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Promote the welfare and safeguarding of children, young people and their families in Knowsley.
2. To carry out timely assessments on children, young people and families in accordance with the Framework for Assessment and Working Together guidance and regulatory requirements.
3. Ensure assessments and planning for children and young people actively promote the participation and engagement of all relevant agencies, the child / young person and their family.



4. To be allocated and manage caseloads that are challenging, complex and varied in nature. The quality of casework should be consistently judged to be 'good' or 'outstanding'.
5. Where appropriate, to co-work cases with less experienced Social Workers and also to provide mentoring support.
6. Prepare / formulate care plans for children and young people which take account of their views / wishes in the implementation of those care plans.
7. To maintain case records to a high standard and produce reports in accordance with the Service guidance / policy and procedure, which reflect national guidelines using the relevant information technology.
8. To ensure that the diverse needs of children, young people and their families are identified, met and regularly reviewed and plans updated to reflect any subsequent changes.
9. To participate in developmental activities as may be required, and to promote improvement of service or the use of resources.
10. To provide and help facilitate learning opportunities for less experienced Social Workers and also as a team. This includes coaching and mentoring of ASYE's.
11. To act as a key lead for specific areas of practice within the team or Service.
12. To represent the team or Service at key operational multi-agency meetings.
13. Ensure the statutory duties of the Council are fulfilled and met in accordance with legal requirements and Service responsibilities in relation to statutory reviews or instruments, in accordance with the particular responsibilities of the post; taking into consideration the Council's duty to promote and safeguard a child's welfare.
14. To pursue appropriate personal and professional training and development opportunities as and when they occur, to ensure compliance with Social Work England and Service standards / expectations.
15. To comply with all the Council's Standing orders and Financial regulations.
16. To meet the requirements identified in Knowsley's Progression Policy.
17. To be qualified and have the ability to be a Practice Educator for student Social Workers.



18. Any other duties (commensurate with the grade) which will assist the Service in meeting its objectives.

### **Health and Safety**

- To ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities
- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

### **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use policy and GDPR
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

### **Knowsley Better Together – Staff Qualities**

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.