

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Social Worker – Children in Care and Care Leavers |
| HBC Grade: | HBC 7/8 |
| Service: | Children in Families |
| Division: | People |

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| **Main Purpose of the Role** |
| Within the framework of legislation, agreed policies and procedures to work with, or on behalf of, individuals and families, to assist them to resolve their personal problems and adjust to, or change, their social environment in order to improve the quality of life. |

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| **Key Duties** | |
| **1** | Assess the need for social work service including the identification of risk and the need for protection, and determine the method of intervention. |
| **2** | Decide or advise on the use of appropriate social services and/or other resources. |
| **3** | Liaise and negotiate with other professionals, statutory and voluntary agencies to ensure that the best possible service is provided for clients. |
| **4** | Manage an allocated workload within individual and group priorities and policies. |
| **5** | Comply with the statutory obligations of the group. |
| **6** | Maintain appropriate records of work undertaken and carry out required administrative procedures. |
| **7** | Prepare for and attend supervision sessions and staff meetings and make use of all available training and developmental opportunities. |
| **8** | Contribute to the evaluation and developments of services and new ideas by sharing knowledge about theory, skills and practice with other social services staff, professional groups and interested bodies. |
| **9** | Develop and provide a training resource for social workers, support staff and carers. |
| **10** | Supervise students where appropriate. |
| **11** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |
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The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| A Social Work Qualification eg; DipSW/CQSW/CSS or equivalent.  Registration as a qualified social worker with HCPC | Relevant post qualifying training and/or qualifications | All essential qualification certificates must be presented at interview. |

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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Pre or post qualification experience in safeguarding within a social care setting, preferably within a Local Authority, Children’s Services. | Knowledge of child care legislation, guidance and procedures. | Motivation to work with children, young people and vulnerable adults; | Application / Interview /Assessment |
|  | Knowledge and understanding of the significant issues relating to children in need, children in care and care leavers. | Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults; | Application / Interview /Assessment |
|  | Knowledge of child and adolescent development. | Emotional resilience in working with challenging behaviours and managing complex cases. | Application / Interview /Assessment |
|  | A clear understanding of safeguarding children requirements. | Effective communication skills with children, young people and their families. | Application / Interview /Assessment |
|  | Good understanding of accountability and ability to work corporately. | Good written and verbal skills. | Application / Interview /Assessment |
|  | Awareness of importance of multi-disciplinary working and integrated approach to service delivery. | Report writing skills | Application / Interview /Assessment |
|  |  |  | Ability to assess risk; create, implement and review plans to address risk. |  |
|  |  |  | Ability to work as a member of a team. |  |
|  |  |  | Ability to manage change. |  |
|  |  |  | Information technology skills |  |
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| **DESIRABLE** | Experience of adoption work | Knowledge of adoption legislation, standards, guidance, policy and practice |  | Application / Interview /Assessment |
| Experience of working with children in care. |  |  | Application / Interview /Assessment |
| Experience of court work |  |  | Application / Interview /Assessment |
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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| * Flexibility to work outside normal working hours if necessary. * Driving Licence. * Use of a car for work purposes * Commitment to own professional development. * Awareness of Equal Opportunities and ability to demonstrate this within the work environment. * Commitment to challenge any form of discrimination. * Commitment to consultation with service users. * Commitment to promote the best interests of the child. * Positively promote customer care. |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** |  |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.