

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Social Worker |
| HBC Grade: | HBC7/8 |
| Service: | Childrens Services |
| Division: |  |

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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** | Manage an allocated social work caseload. |
| **2** | Undertake assessments in accordance with legislation, policies and procedures. |
| **3** | Assess the needs of children and young people and determine an appropriate level of intervention and service provision, including packages of support for families. |
| **4** | Negotiating, coordinating and providing and/or commissioning services as appropriate. |
| **5** | Ensure the needs and wishes of children are fully addressed in the assessment and planning process and that there is evidence of children and young people's participation. |
| **6** | Share responsibility for planned intervention and service provision with partners, which will include the full range of statutory meetings and other planned meetings, as necessary. |
| **7** | Comply with HBC and service-specific administrative and financial procedures including the maintenance of appropriate and up-to-date records. |
| **8** | Liaise with designated line manager and comply with service requirements regarding supervision, undertaking continuous professional development and attendance at formal training. |
| **9** | Contribute to the development of social work students. |
| **10** | Undertake any other duties in relation to this area of work, including membership of the team's duty rota. |
| **11** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |
| **12** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

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 |  |
|  |  |  | 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 |  |
| **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. |  | Interview / Assessment / Documentation |
| Driving Licence |  | Interview / Assessment / Documentation |
| Use of a car for work purposes |  | Interview / Assessment / Documentation |
|  | Commitment to own professional development. |  |  |

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:** | **19.7.21** |
| **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.