

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Social Worker |
| HBC Grade: | **HBC7-8** |
| Service: | **Children’s Services Directorate** |
| Division: | **Children In Care Services** |

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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** |
| Dip SW / CQSW or equivalent.  Post Qualifying Award/Consolidation Module  Registration with the GSCC as a Social Worker | Full post qualifying Social Work award. | 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** | Relevant post qualifying experience in a social care setting, preferably Children’s Services. |  | Effective communication skills with children, young people and their families. | Application / Interview /Assessment |
| Experience of using information technology. |  | Good written and verbal skills. | Application / Interview /Assessment |
|  |  | Ability to undertake competency based assessments supported by good analytical skills. | Application / Interview /Assessment |
|  |  | Ability to assess risk; create, implement and review plans to address risk. | Application / Interview /Assessment |
|  |  | Ability to work as a member of a team. | Application / Interview /Assessment |
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|  |  |  | Application / Interview /Assessment |
| **DESIRABLE** | Experience of recruitment, assessment, training and support of foster carers. |  | Ability to identify training needs and to develop training programmes to meet those needs. | Application / Interview /Assessment |
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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| Ability to work outside normal working hours if necessary. |  | Interview / Assessment / Documentation |
| Commitment to own professional development. |  | Interview / Assessment / Documentation |
| Car user. |  | Interview / Assessment / Documentation |

NOTE TO APPLICANT – If shortlisted, any relevant issues arising from your references or Criminal Self-Disclosure and Barring List Form (if applicable) will be taken up at interview or at a later meeting if these have not been received prior to interview.

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:** | **July 2023** |
| **JE Ref:** |  |
| **Agreed by:** | **Donna Forster** |

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.