

JOB DESCRIPTION

POSITION:	SOCIAL WORKER
DIVISION:	CHILDRENS SERVICES
SERVICE:	REFERRAL & ASSESSMENT SERVICE
REPORTS TO:	PRACTICE MANAGER
GRADE:	HAY 9/10

1. JOB SUMMARY

- 1.1 To provide a social work service to members of the local community which include an appropriate range of statutory duties to the more vulnerable service users or those children with complex needs.

The post holder main duty will be to accept responsibility for completing assessments and use a range of intervention to identify and if necessary protect and safeguard children who may be vulnerable or at risk of harm.

2. PRINCIPAL ACCOUNTABILITIES

- 2.1 To be responsible for the day-to-day interpretation and implementation of statutory and departmental policy in providing a social work assessment service to children, and their families.
- 2.2 To be responsible for undertaking assessment with outcomes that identify resource allocation and what appropriate service provision should be offered to children and their families. These duties will be conducted through the determination of service provision, contracts with providers, and service partner there by ensuring that the complex needs of children and their families are being met and that such services provide value for money.
- 2.3 To be responsible for the delivery of a social work service on behalf of the council and be accountable for the professional standards of practice and the values and principles for delivering a high quality assessments service to children and their families.

- 2.4 To be apart of a duty service in response to delivering a service to first time entrant to Children's Social Care.
- 2.5 To provide an effective, efficient and timely social work service to children and their families, through a range of interventions and resources and that these are delivered in accordance with Government and Council standards and time scales.
- 2.6 To attend Initial Child Protection conferences and reviews whilst maintaining professional and practice standards on behalf of the Council.
- 2.7 To provide assessments and reports and undertake all administrative duties related to delivering effective social work practice, including the maintenance of children's electronic records and other children's information systems.
- 2.8 To keep up to date with changes in legislation, policy, procedures and developments of practice within social work, including any current Government or Council strategies that impact on the day-to-day delivery of services to children and their families.
- 2.9 When necessary to contribute to the mentoring of students undertaking their professional training, assigned to Referral and Assessment Service.
- 2.10 To provide evidence of a commitment to Post Qualifying training in accordance with the General Social Care Councils Core Standards and requirements.
- 2.11 To demonstrate, incorporate and evidence equality and diversity in all aspects when delivering services to children and their families.

PERSON SPECIFICATION –

Post: Social Worker (Referral & Assessment Services)

QUALIFICATIONS / EXPERIENCE:		
1.1	To hold a recognised social work qualification and be registered with the General Social Care Council	E A/I
1.2	Experience of assessments and childcare planning for children identified as vulnerable and in need.	E A/I
1.3	Experience of completing assessments and reports that identifies vulnerable children in need, children who need protection and safeguarding, including unborn children.	E A/I
1.4	Experience of planning for children becoming looked including the use of a range of statutory powers and the courts.	E A/I
1.5	Experience of working with and engaging Young People / Children with Special or Additional Needs.	E A/I
1.6	Experience of working, in partnership with parents, extended families and those representing them.	E A/I
1.7	Experience of using electronic children's records and maintaining service user information systems.	E A/I
1.8	Experience of working in a front line Referral and Assessment Duty Service.	E A/I
1.9	Experience of delivering quality assessments and services to children and their families from different ethnic, cultural and social backgrounds	E A/I

KNOWLEDGE:		
2.1	Knowledge of key legislation, policies and practices central to the implementation of a professional social work service on behalf of the council.	E A/I
2.2	Knowledge and an understanding of current themes, issues and developments that impact on social work practice.	E A/I
2.3	Knowledge and an understanding of pre-birth assessment processes and interagency working.	E A/I
2.4	Knowledge and an understanding of systems and processes that operate within a Referral and Assessment Duty Service.	E A/I
2.5	Knowledge of assessment processes including the contribution provided by other agencies, time scales and their impact on Council and Government performance targets	E A/I
2.6	Knowledge of the Assessment Framework and Government, including Performance Indicators for the completion of Initial And Core Assessments	E A/I
2.7		
PERSONAL COMPETENCIES:		
3.1	Influencing & negotiating	T
3.2	Inter-personal relationships	T
3.3	Oral Communication	T
3.4	Written Communication	T
3.5	Numeracy	T
3.6	Analytical judgement	T
3.7	Decision Making	T
3.8	Planning & implementation	T
3.9	Customer orientation	T
3.10	Change orientation	T
3.11	Energy & resilience	T
3.12	Scheduling & prioritising	T
3.13	Personal integrity	T
3.14	Self Development	T
3.15	I.T. Skills	T

SPECIAL CONDITIONS OF SERVICE:

4.1	Because of the nature of the post candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act (Exceptions) Order 1975, as amended, pursuant to Section 4 (4) of the Rehabilitation of Offenders Act 1974. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.	
4.2	The nature of the service will require involvement in activities in the evening and occasionally at weekends. The post-holder will, therefore, be required to work outside of normal office hours.	
4.3	This post is opened to job share.	

KEY:	D	Desirable	I	Evaluated at interview
E	A	Application	T	Subject to test

SELECTION CRITERIA

The following details the criteria, which will be used to select the candidate(s) for this post. Candidates are advised that those criteria marked with an (A) will be used at short-listing to select applicants for interview, it is therefore necessary that these are addressed in your application.

Some elements of personal competencies of short-listed candidates will be assessed by completion of a case study.