

**Vacancy Reference No:**

<b>Job Title:</b>	Experienced Social Worker (18+ months after qualifying)	<b>Job Number:</b>	Y5019D
<b>Directorate:</b>	Children, Learning and Young People	<b>Post Number:</b>	Various
<b>Service:</b>	Neighbourhood Services/Specialist Services	<b>Grade:</b>	Grade 7
<b>Location:</b>	Various		

**Job Purpose:**

1. To provide an experienced social work service to service users.
2. To assist in the overall provision of social work services within the Social Care Team by being responsible for a full and complex caseload.

**Main Duties and Responsibilities:**

1. Comply with the appropriate legal statutes and departmental policy affecting social work operations.
2. Maintain documentation and other records of social work activities in accordance with approved policy and procedures.
3. Investigate and assess referrals, including defining problems and needs and to formulate plans for action.
4. Devise and implement plans for action using the prescribed documentation, for example, individual care plans, children's plans, child protection plans and to co-ordinate the various provisions which form part of such a plan.
5. Devise plans that seek to enable service users to continue to live at home and, where this is not appropriate, to arrange alternative forms of care to meet their needs.
6. Institute legal processes to protect vulnerable service users and attend court on behalf of the service user, as appropriate.
7. Liaise, and to work jointly, with colleagues and staff from other agencies, as appropriate, and liaise with other agencies on behalf of existing service users.
8. Where appropriate, participate in recruitment, preparation, assessment, matching and support in relation to substitute family carers, alongside appropriate specialist staff.
9. Be involved in case reviews as specified by departmental policy.
10. Prepare work for formal supervision under the direction of the Team Manager or Integrated Services Manager and keep them informed of potential difficulties.

11. Direct the work of the non-social work qualified staff who are carrying out tasks for service users on your caseload.
  12. Contribute to the Social Work Team's examinations of community needs and identification of appropriate ways of responding to these needs.
  13. Maintain an awareness of current legislation, national standards, guidance and research relevant to social work and of the appropriate benefits and other services available to service users.
  14. As an experienced social worker, you are expected to:
    - Be working towards the level of ability where you can operate self sufficiently (within normal arrangements for management accountability) in the application of relevant legislation, policy, procedures and social work theory.
    - Accept responsibility for managing a caseload which will include more vulnerable service users and those with particularly complex problems where liberty/safety are at stake.
  15. Act, from time to time, as student supervisor (practice teacher or study supervisor) to students or departmental staff undertaking approved training. The post holder should therefore be prepared to undertake training in student supervision, where appropriate.
  16. To undertake relevant Departmental training as required.
  17. To comply with the General Social Care Council's Code of Practice for social care workers.
  18. Any other duties and responsibilities within the range of the salary grade.
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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Further training will be expected of the post holder and this will include the completion of the full PQCC Award.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:**

**Responsible to:**

**Date Reviewed:** 23 June 2008

**Updated:** 23 June 2008

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Area	Description	Criteria will be measured by:
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<b>Knowledge:</b>	• Knowledge of relevant children's legislation.	
	• Knowledge of Social Care provision.	
	• Understanding of the range of service users' and carers' needs.	
	• Awareness of statutory guidelines and current thinking on good practice.	
	• Knowledge of assessment methods, care management and casework methods.	
	• Knowledge of good equal opportunity policy and practice.	

<b>Skills and Abilities:</b>	• Able to assess the needs of service users and carers, designing, using reports from other agencies, if necessary, implementing and reviewing care plans accordingly, and ensuring these procedures fully involve social workers.	
	• Skilled in anticipating and responding appropriately to situations of conflict.	
	• Effective communication skills, ie. face-to-face, using the telephone, and writing complex letters, reports and records.	
	• Self-organisation skills, including coping with duty and an allocated workload, prioritising tasks to achieve goals and meet deadlines, and seeking advice when necessary.	
	• A commitment to working in an anti-discriminatory and non-judgemental manner.	
	• Able to follow specific procedures and work within guidelines, using support and supervision appropriately.	
	• Able to recognise when to use statutory or "professional" authority, and use it sensitively and responsibly, with clarity over the role of the agency.	
	• Able to work effectively with service users and carers, colleagues and other agencies via negotiation, counselling, giving and receiving information.	
	• Ability and willingness to undertake further training.	

	<ul style="list-style-type: none"> <li>Ability to use appropriate information technology software packages.</li> </ul>	
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>Having worked in a duty/referral taking service.</li> </ul>	
	<ul style="list-style-type: none"> <li>Having completed recording/administrative procedures in line with experience.</li> </ul>	
	<ul style="list-style-type: none"> <li>Team membership and participation.</li> </ul>	
	<ul style="list-style-type: none"> <li>Working with a range of service user groups.</li> </ul>	
	<ul style="list-style-type: none"> <li>Social work with children and families.</li> </ul>	

<b>Educational:</b>	<ul style="list-style-type: none"> <li>Dip SW, CSS or CQSW, or a CCETSW validated equivalent from another country.</li> </ul>	
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<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> </ul>	
	<ul style="list-style-type: none"> <li>Registration with the General Social Care Council.</li> </ul>	

**Date Reviewed:** 23 June 2008

**Updated:** 23 June 2008