



JOB DESCRIPTION

POST TITLE: Social Worker - Children's Services **POST NO:**

DIRECTORATE: Learning and Development

RESPONSIBLE TO: Team Manager

JOB PURPOSE

To provide a comprehensive social work service to children and families in need, children with disabilities, Looked After Children and care leavers and to meet specialist legislative responsibilities where appropriate.

To work in partnership with children and families.

To take responsibility for a caseload according to qualifications and experience.

PRINCIPLE ACCOUNTABILITIES

To discharge the Authorities' responsibilities under the Children Act 1989 and other relevant legislation with respect of children in need, those in need of protection, those Looked After by the Local Authority and care leavers.

1. To carry a complex child and family workload, which could include family support, children with disabilities, child protection, children in need, Looked After children and care leavers.
2. To manage high risk cases in accordance with procedures, with the support of Children's Social Care.
3. To carry out the full range of assessments and plans within Government and Departmental prescribed timescales and standards.
4. To develop innovative solutions to intractable family problems.
5. To prepare statements and reports for the Courts and to represent the Council in Court as required.
6. To participate in the duty systems as required.
7. To maintain individual case records in accordance with departmental guidance and procedure and to ensure that information required for management purposes is recorded.
8. To undertake statutory responsibilities towards children in need, children with disabilities, children Looked After by the Local Authority and care leavers.
9. To liaise effectively with other agencies and, where appropriate, to be involved in multi-disciplinary work.
10. To devise, implement and update all statutory plans to meet service user needs and statutory responsibilities, as agreed by Team/Deputy Manager.
11. To work on own initiative, managing and prioritising own workload under the direction of the supervisor.

12. To participate in the planning of future service delivery as part of a team. To participate in monitoring and reviewing the service.
13. To promote Equal Opportunities and Anti-Discriminatory practice in all areas of work within and outside the Council, in line with legislation of Council policy.
14. To attend Team Meetings and contribute to team development.
15. To participate in regular supervision with the Team/Deputy Manager and to ensure that the Team Manager is made aware of any issues of major importance or concern.
16. To undertake appropriate training and keep up with Departmental procedure, legislation and developments in professional practice.
17. To undertake supervision of students or social work assistants, for those appropriately experienced.
18. Any other duties as required by the Director of Specialist Support Services, provided they are compatible with the Post Holder's Job Description.

This job description is a guide to the work that you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

DATE: February 2006

MILTON KEYNES COUNCIL - PERSON SPECIFICATION

Job Title:Social Worker.....	Post Number:				
Directorate:Learning & Development.....	Section/Location:Children's Services.....				
CRITERIA	Essential	Desirable	Method of Assessment		
			App Form	Interview	Other (State)
Skills & Abilities					
Assessment skills – ability to demonstrate understanding of process and evidence of ability to apply skills	✓		✓	✓	
Working in Partnership – ability to demonstrate understanding of what this means and the advantages/disadvantages of this approach and evidence of ability to put principles into practice	✓		✓	✓	
Written Communication and Recording Skills – ability to analyse, summarise and record relevant information clearly and concisely so that the information can be easily understood by users and colleagues	✓		✓	✓	
Ability to communicate clearly and effectively	✓			✓	
Ability to relate to children and young people	✓		✓		
Anti Discriminatory Practice – have a clear understanding of the ways in which people are discriminated against and to be committed to work in a way that addresses issues	✓		✓	✓	
Ability to manage a caseload	✓		✓		
Ability to support colleagues/supervise social work assistants	✓		✓	✓	
Experience					
Pre-qualification experience with children (whether paid or voluntary)	✓		✓		
Post-qualification experience with children (whether paid or voluntary)		✓	✓	✓	
Knowledge					
Of child development	✓		✓	✓	
Specialist knowledge/skills in child care (and willing to disseminate with other team members good practice/knowledge)	✓		✓		
Of basic IT systems e.g simple wordprocessing, e:mail	✓		✓		
Of relevant legislation (basic knowledge at Level 1 and sound grasp of levels 11 & 111)	✓		✓	✓	
Of sound knowledge of theoretical social work framework	✓		✓	✓	
Education, Training and Qualifications					
Social work qualification (DipSW, CQSW or equivalent)	✓		✓		
PQ Award & Child Care Award		✓	✓		
Registered with GSCC or application for registration	✓		✓		
Other Requirements					
Willingness to learn IT skills and undertake other relevant training	✓				
Awareness and committed to professional social work practice and understanding of professional boundaries	✓		✓	✓	
Prepared to be managed/supervised to ensure staff support is given and high quality services are provided	✓			✓	
A current driving licence and use of a car with comprehensive insurance	✓		✓		
Ability to travel to other locations, including clients homes on a frequent basis.	✓		✓		
Ability to work irregular hours when appropriate		✓		✓	
Willingness to work as part of a team and accept responsibility for being part of the team		✓	✓	✓	
To take responsibility for own safe practice, i.e. letting colleagues know where you are		✓			