

Wirral Council: Job Role Descriptor

Job Role:	Social Worker
Service:	Children's Care Services
Reports to:	Team Manager
No. of Subordinates:	0
HR USE ONLY	
Job Role Ref:	PC
Job Family:	People Care
Grade:	PO2

JOB ROLE PURPOSE

Ensure compliance with legal, organisational and multi-agency requirements, carrying a caseload and working independently with or on behalf of children, young people and their families to meet their social care needs, in order to improve their wellbeing and promote their independence.

KEY TASKS

1. Ensure through the provision of services that children are safe and achieving good outcomes.
2. Provide professional information, assessment and support to enable children, young people and their families to access, a range of services designed to minimise risks and improve their quality of life.
3. Liaise with internal and external partners in order to gather information relevant to assessment and reviewing of care planning activities.
4. Accurately record and critically analyse information, following organisational policies and meeting organisational responsibilities for safeguarding.
5. Work across organisational boundaries and contribute to the work of established and developing multi agency teams, in order to deliver seamless service responses to children, young people and their families with multiple needs.
6. Maintain and update case notes and other records, prepare statements or reports, attend and give evidence in court in care proceedings, private law cases and adoption proceedings or other Court related matters.
7. Undertake statutory duties relating to safeguarding concerns, alongside a more experienced Social Worker where appropriate.
8. Develop expertise in one or more areas of children's social care practice, and be recognised by peers as a source of reliable knowledge and advice.
9. Investigate allegations of neglect or ill treatment of individuals.

10. Balance needs and risks with rights and choices, taking account of power differences and promoting positive outcomes for children, young people and their families.

KEY RESPONSIBILITIES

People

Ensure that children, young people and their families are actively involved in timely assessments and plans that are person centred and focussed on individual outcomes.

Work collaboratively with other professionals and partners to achieve positive, integrated and joint working through initiatives that require a multi-agency approach.

Create and maintain appropriate relationships with individuals, families, carers, other professionals, groups and communities that promote equality and trust.

Ensure a duty of care and the safeguarding of children, young people and their families in ways that balance promotion of wellbeing, independence, choice and control with the need to protect people from abuse and neglect.

Contribute to meetings with team members, individuals, families, carers and other professionals.

Where appropriate and within the Professional Capabilities Framework (PCF) support/guide students or other members of the team.

Foster and Adoption Social Worker

Recruit, assess, prepare and train prospective carers, prospective adopters to meet the specific needs of children in accordance with legal requirements and guidance.

Undertake assessments of prospective carers through individual visits, preparation training and completion of reports and presentation of cases to appropriate panels.

Provide prompt and responsive support to carers and prospective adopters; participate in the regular review of family placements, agree the purpose and tasks of placements and the roles and responsibilities of all parties.

Assist carers to make suitable arrangements to facilitate contact between the child/young person and their birth families.

Financial

Responsible for ensuring that activities are performed within agreed budgets, in accordance with the financial policies and regulations of the Council.

Strategic

Able to demonstrate social work knowledge, values and skills in line with post qualifying experience and in line with the Professional Capabilities Framework (PCF).

Work with individuals, families, carers/carer groups and communities within organisational and local multi-agencies, enabling them to contribute toward service planning, critically review, clarify and express their needs, evaluate the outcomes of support and safeguarding plans, identify and agree changes and determine responsibilities for implementation.

Resources

Provide interventions, care and support which ensure value for money. Ensure that all activities within the service meet the standards of good corporate governance, probity and integrity.

Responsible for ensuring service delivery functions in a manner compliant with Information Governance requirements, the Data Protection Act and professional standards of confidentiality.

Planning and Organising

Plan, review and organise workload in conjunction with Team Manager to ensure deadlines are met and appropriate actions taken in a timely manner.

Demonstrate an ability to organise and prioritise workload and manage conflicting priorities within their caseload.

Decision Making

Work independently and demonstrate an ability to adapt approach to more complex cases.

Exercise high quality judgements, in situations of increasing complexity, risk, uncertainty and challenge.

Contribute to the supervisory process and on cases under their jurisdiction make decisions on their outcome in conjunction with the Team Manager.

Escalate more complex issues to Team Manager.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS

Essential Criteria

Qualifications:

- Social Work qualification e.g. Degree in Social Work; DipSW or equivalent.
- Registered with the Health & Care Professions Council (HCPC) and able to evidence this.
- Evidence of continuing professional development in line with the PCF.

Knowledge & Skills:

- Knowledge of UK legislation relevant to Children and Families.
- Understanding of confidentiality and data protection requirements.
- Model and demonstrate excellent communication skills.
- Demonstrate appropriate IT skills e.g. use of Microsoft Office etc.
- Awareness of current practice issues and challenges facing Children's Social Care.
- Commitment to Equality and Diversity.
- Able to work with individuals, families, carers/carer groups, irrespective of their circumstances and background.
- An understanding of and an ability to deliver excellent customer service and to work in partnership with individuals, families, carers/carer groups, colleagues in the council and partner agencies.
- Sound assessment and interviewing skills.
- Ability to work effectively in partnership across partner agencies.
- Ability to plan, prioritise and organise own workload and time.
- Ability to converse with members of the public and provide advice in accurate spoken English.

Experience:

- Experience of working with children, young people and their families.
- Experience of assessment and care planning.

- Experience of working with partner agencies in a professional capacity.

Desirable Criteria

Experience:

- Experience of working in a Local Authority setting.
- Working in a multi-agency team.

ADDITIONAL WORK ELEMENTS

May be required to move across teams according to the needs of the service.

Able to travel within or outside the Borough.

Required to work outside office hours when necessary.

Exercise emotional intelligence and demonstrate a developing emotional resilience in relation to the job role.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

Signed Head of Service

Date

Simone White

Deputy Director, Children's Care Services

1st December 2017