

# Isle of Wight Council

## Job Description



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| <b>Identifying Facts</b>                   |                     |
| Title of Post: Social Worker               |                     |
| Directorate: Children and Families Branch  | Post No:            |
| Section: Operations                        | Date: November 2013 |
| Responsible to: Service Manager Operations |                     |

### Job Purpose

Promote equality as an integral part of a role and treat everyone with fairness and dignity.

To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.

To provide a high quality and effective social work service to respond to the needs of children, young people, their families and carers in a timely manner and within statutory guidelines.

To assess need, plan and deliver focused intervention to safeguard children and promote positive outcomes.

### Major Tasks

#### 1. Assessment

##### Outcome:

- **To provide a clear and accurate assessment of a child or young person and his/her family's or carers' needs in line with statutory guidance.**
- **Where required, to assess potential carer's capabilities and capacity to meet children's needs.**

1.1 To undertake interviews and observation and to gather information from children, families and other agencies. To analyse, summarise and evaluate this information to provide an holistic assessment of a child or young person's needs or a carer's capabilities.

1.2 To understand the context of child development, parenting capacity and family and environmental factors in which to establish the needs of an individual child or young person.

- 1.3 To assess and balance risk and protective factors within a child protection framework.
- 1.4 To provide written and verbal reports which are concise, informative and based on analysis of complex evidence.
- 1.5 To review and reassess the currently held perspective when necessary and be open to a change of view in response to new evidence.
- 1.6 In specific teams to carry out assessments of carers and potential carers.

## **2. Planning and service delivery**

### **Outcome:**

- **To provide focused and purposeful social work interventions with explicit aims and objectives about desired outcomes within the context of managing risk to and securing positive outcomes for children and young people.**
- 2.1 On the basis of assessed needs, to devise written plans for intervention and/or care for children and their families.
  - 2.2 To work closely with the social work team devising and implementing interventions with children, young people and their families and carers, in various settings including family homes.
  - 2.3 To carry out planned interventions using a range of tried and tested methodologies.
  - 2.4 To use research findings, lessons learnt from SCRs and complaints and statutory guidance to inform social work practice.
  - 2.5 To utilise problem solving skills within the context of a professional relationship with parents and their children.
  - 2.6 To develop and manage plans for all children and young people who require them in line with local procedures and statutory guidance.
  - 2.7 Where necessary to support the Team Manager and Assistant Team Manager in the court process to meet the new Public Law Outline.
  - 2.8 In specific teams, to assess carers' needs and develop and implement support and development plans.
  - 2.9 To provide and present concise reports about complex information in line with the requirements of the local child protection procedures and the court.
  - 2.10 To acquire knowledge about different groups, races and cultures which inform service delivery and to understand the impact of discrimination on children and their families.
  - 2.9 To work within a flexible framework in order to meet the demands of the service outside usual 9-5 hours.

2.10 To undertake any other duties as directed by managers in accordance with the needs of the service commensurate with experience, capability and level within the organisation.

### **3. Direct work with children and their families**

#### **Outcome:**

- **To build a professional relationship with children and young people, their families and their carers and to use the relationship to safeguard children and promote positive outcomes.**

3.1 To communicate effectively with children, young people and their families and/or carers, ensuring that their views and wishes are heard, and recorded accurately.

3.2 To establish rapport and build a respectful, honest and trusted relationship with children, young people and their families and carers.

3.3 To respond in a timely manner to all contacts from children and young people and their families and carers.

3.4 To ensure that children and their families are provided with written reports about their circumstances, plans for intervention and to ensure they are signed-off by the relevant parties.

3.5 To understand and respect the rights of children and young people.

3.6 To deal promptly and sensitively to complaints from service users within the framework of the Council Complaints Procedure.

3.7 To ensure all matters in respect of child protection are dealt with promptly, effectively and in line with the child protection procedures.

### **4. Accountability**

#### **Outcome:**

- **To take responsibility and be accountable for all work undertaken as directed by the team manager.**

4.1 To manage the workload as directed and organise and plan work taking into account the need to prioritise tasks and responsibilities.

4.2 To take responsibility for personal professional development by attending supervision, appraisals and development opportunities.

4.3 To work closely with the social work team and to ensure advice is followed as directed by the team Manager.

4.4 To ensure that statutory responsibilities are undertaken for children and young people, including visiting children, arranging reviews, reporting to the court,

delivering within timescales and meeting any other national and local performance requirements.

- 4.5 To maintain management information about children and their families by inputting data in line with the IT frameworks which have been adopted by the service.
- 4.6 To maintain case records, keeping case records well organised and up to date and to be able to provide concise and accurate information about a child, young person or carer's circumstances and plans.
- 4.7 To take shared responsibility for maintaining a staff presence within the social work teams to respond to unplanned calls or events, by partaking in rotas or other cover arrangements.
- 4.8 To keep up to date with research knowledge.
- 4.9 To keep the team informed about developments in a child or young person's situation.

## **5. Partnership with other agencies**

### **Outcome:**

- **To work purposefully with other agencies to promote positive outcomes for children and their families.**

- 5.1 To include assessments and professional views from other agencies when undertaking an holistic assessment of a child and his/her family.
- 5.2 To communicate effectively with other agency professionals.
- 5.3 To respond to contacts and requests from other agencies in a timely manner.
- 5.4 To take responsibility for understanding of the roles and responsibilities of key agencies including their statutory responsibilities.
- 5.5 To follow the statutory guidelines for joint working, including the new Working Together, relevant childcare legislation and the local child protection procedures.
- 5.6 To work with other agencies on projects and service developments which promote an integrated approach and multi-disciplinary working.
- 5.7 To share information about children with other agencies in order to safeguard them and promote their welfare in line with the requirements of the Data Protection Act and the Government Information Sharing Guidance 2009.

### **Equal Opportunities**

- 6.1 To demonstrate through personal and professional example a commitment to equality of opportunity for all groups of staff and service users and to challenge discrimination, racism, sexism and other forms of unjust behaviour.

**NB: All employees are expected to adhere to the Council's Diversity & Equality and Health and Safety Policies.**

**The Isle of Wight is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment procedures.**

**Generic quality statement: the Isle of Wight Council** expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

**Safeguarding** - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

**Diversity and Equality** - All employees are expected to treat others with dignity and respect.

**Health and Safety** - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as are reasonably practicable.

**Data Protection and ICT Security** – All employees are required to ensure that any information or data collected or input in to a council system complies with the standards set out and any associated processes that are specific to an area of work.

*This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.*