

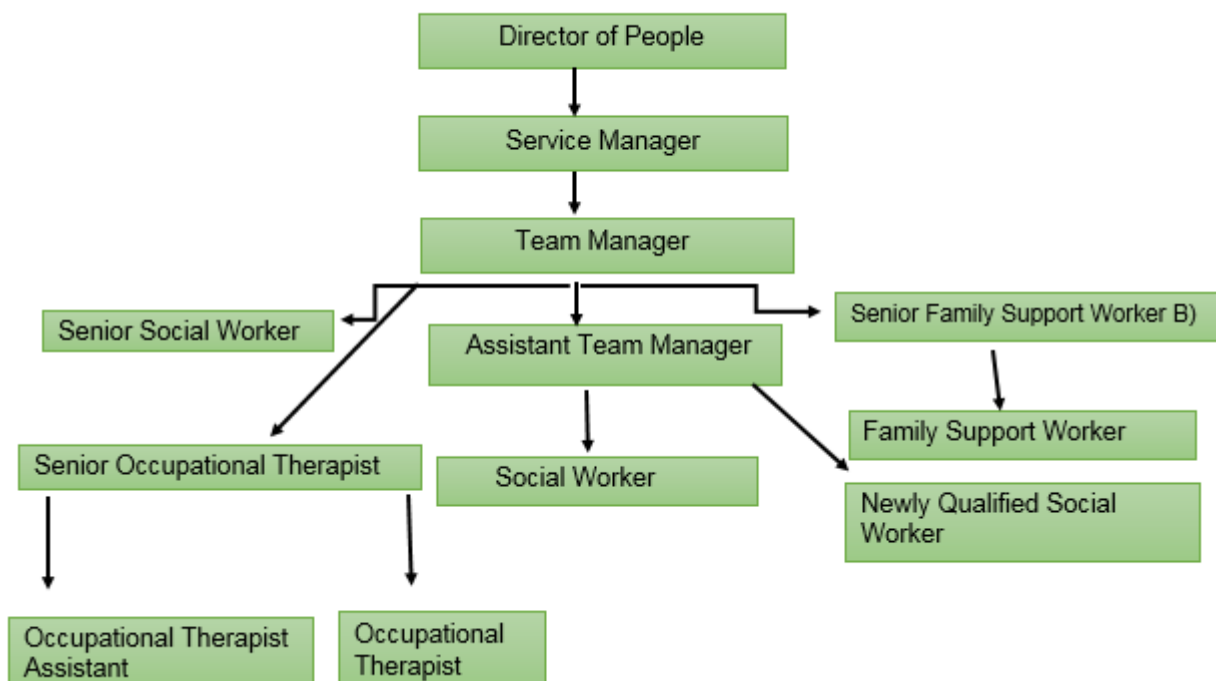
Job Description and Person Specification

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|-----------------------|--|
| Job title: | Social Worker |
| Directorate: | People |
| Service: | Education |
| Team: | Disabled Children's Team |
| Post number: | 04433 |
| Salary grade: | H1 |
| Work location: | West Street House, West Street, Newbury RG14 1BZ |
| Reports to: | Assistant Team Manager/Team Manager |
| Supervises: | None |

Job Purpose

1. To provide professional and comprehensive casework to a caseload of disabled children and young people and their siblings, appropriate to experience and capabilities. To ensure the highest of professional standards and good overall knowledge of relevant legislation regulation and practice methods.
2. To ensure provision of good quality services which integrate government and local initiatives and guidance including for example, SEND Code of Practice, Working Together, Child Protection Procedures, Looked After Children's processes, the Assessment Framework and Common Assessment Framework.

Structure Chart



Main Duties and Responsibilities

- To provide an efficient and effective service to disabled children, young people and their families, including siblings in some circumstances. Ensuring that the needs of the children and their parents/carers are professionally assessed.
- To investigate, evaluate and analyse information on cases, demonstrating clarity of assessment, reliability of information, evidences conclusions and realistic, SMART action plans. Ensure adequate recording that evidences practice.
- To develop practice, which takes a holistic view of the individual locating them in both their immediate and extended social circles, and having full regard to their overall development needs.
- To be familiar with Equal Opportunities, good practice and the Council Policy and Plan and to implement this in all aspects of working practice and promote it in the team, workplace and wider organisation.
- To ensure that all case management complies with the statutory requirements and the Council's policies and procedures.
- To attend conferences, reviews and court as required for each case presenting the Council plans and opinions with professionalism and integrity.
- To prepare and submit written reports as and when required, including statements and care plans for care proceedings in the Family Proceedings, County and High Courts.
- To ensure the Assistant /Team Manager is kept fully apprised of challenges arising from workload and seek advice as and when necessary.
- Where appropriate to act as the duty worker for the team, responding to queries and issues.
- To use ICT to maintain accurate case records, and to be able to report on key performance management data.
- To proactively liaise with and work in partnership other agencies and organisations, parents and carers. To promote the involvement of young service users and families in their plans and service development.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

Scope (impact on/control of resources, people, money etc)

- As well as working closely with colleagues in partner agencies the post holder will be expected to work closely with the courts, voluntary and other agencies.
- The Disabled Children's Team includes Family Support Workers, Occupational Therapists and Social Workers and sits within the wider Special Educational Needs Team, therefore the post holder needs to be prepared to work collaboratively with a wide range of professionals.
- To contribute to the achievement of good quality services for the prevention of social work services, taking into account national standards and guidelines and evidence of what works.

Person Specification

| Qualifications | Essential/ Desirable | Internal Use Only |
|--|-------------------------|----------------------|
| A recognised social work qualification | E | 1 |
| If qualifying after 2013, have completed and passed the Assessed and Supported Year in Employment | E | 2 |
| Evidence of Commitment to CPD as required by the HCPC | E | 3 |
| Experience | | |
| Experience of identifying the needs of disabled children and young people and establishing targeted, child focused plans to meet their needs. | E | 1 |
| For qualified workers they must have undertaken work within a statutory children's service for 2 years. | E | 2 |
| Practical experience of applying assessment skills within statutory social work settings. | E | 3 |
| Practical experience of social work with disabled children in particular responding to a caseload with a range of cases including CIN, CP and LAC. | D | 1 |
| Experience of multi-disciplinary working with children and families. | E | 4 |
| Experience of writing reports for court and presenting evidence in court. | D | 2 |
| Knowledge and understanding | | |
| Knowledge of child protection, looked after children, and associated child in need social work practice issues and knowledge of methods of social work intervention. | E | 1 |
| In-depth knowledge of relevant legislation, regulations, guidance and policies. | E | 2 |
| Knowledge and understanding of the framework for the assessment of children in need and their families. | E | 3 |
| Contemporary knowledge of social work intervention and applications, i.e. attachment and trauma theory, restorative practice, systemic practice, grief and loss and the impact on families with disabled children. | E | 4 |

| Skills and abilities | | |
|--|-----|---|
| Strong IT skills- ability to use Outlook, a web browser to access information and to use West Berkshire Children's Services case recording system (specific training provided). | E | 1 |
| Ability to use Microsoft Office (Word, Excel, PowerPoint etc) | E | 2 |
| Proven ability to work effectively as part of a multi-disciplinary team | E | 3 |
| Good organisational and planning skills | E | 4 |
| Ability to write appropriate reports, adhere to timescales and keep documents up to date. | E | 5 |
| Work-related personal qualities | | |
| To be able to uphold professional values and those of West Berkshire Council and Children's Services. | E | 1 |
| The ability to manage pressure effectively and cope well with conflict and challenge. | E | 2 |
| To have strong interpersonal skills, especially in working with children and families where complex disability and life limiting conditions are factors. | E | 3 |
| To have the ability to adapt and cope with a changing environment. | E | 4 |
| To take a 'restorative' approach to professional practice. | E | 5 |
| To have the ability through reflection, to analyse, interpret and make, where appropriate, sound evidence based judgements. | E | 6 |
| Other work- related requirements | | |
| Flexible in the use of time and preparedness to work, at times, outside the normal working day. Including being willing to attend meetings and to work at a variety of locations both within and outside the District. | E | 1 |
| Must be able to confidently travel to meetings and visits within and outside of West Berkshire Council with some long journey's. | E | 2 |
| Must hold a current driving licence and have access to a car on a daily basis with insurance for business use. | E | 3 |
| This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies. | E | 4 |
| Enhanced DBS check with relevant barred list/s | Yes | |
| Is this post politically restricted? | No | |