



# Job Description

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St. Helens Council

**Post:** Senior Social Worker

**Department:** Children and Young People's Service

**Grade:** Scp35 - 38

**Responsible to:** Assistant Team Manager

## **Purpose of the Post:**

To manage a caseload of various levels of complexity, involving the assessment, planning, implementation and evaluation of appropriate action, contributing to effective application of resources to safeguard and promote the welfare of children, young people and their families/carers.

To work in accordance with statutory, organisational and local multi agency arrangements

## **Duties and Responsibilities:**

Within the relevant context of the role (with others, within statutory, organisational and multi-agency systems and in partnership with children, young people and their families and carers) carry out the following tasks.

### Referrals

To participate in an agreed assessment rota to collect, accurately record and critically analyse all relevant information at the point when a referral is received or when assuming responsibility for an existing case.

To take appropriate actions that fulfil statutory responsibilities to safeguard and promote the welfare of specific children, young people, their families and carers.

Following mandatory child protection training to take a lead role with child protection enquiries in accordance with statutory and procedural requirements.

To manage a caseload of various levels of complexity.

### Assessments

To complete assessments using the framework for assessment of children in need and their families by critically analysing all necessary information and that respond to the needs of specific children and young people and any current or emerging safeguarding issues. In certain settings you will be required to undertake Advance mental health Practitioner Assessments.

## Planning

Based on a critical risk analysis of all evidence, plan and co-ordinate other support and appropriate strategies for intervention required for children and young people.

## Implementation

Implement appropriate support packages to ensure that:

children and young people at risk of statutory intervention can safely have their needs addressed whilst remaining with their parents, families and carers;

children and young people who are in need of protection from abuse, neglect, exploitation or significant harm are kept safe;

personalised support is provided that improves outcomes for specific children and young people where statutory requirements and powers have been used to place the child/young person with alternative carers;

there are sustained and improved outcomes for the children, young people, their parents, families and carers who are being and have been rehabilitated with their families;

young people's needs are supported when they move into independent living;

foster carers and adopters are recruited, assessed, supported and trained in order that they can provide relevant support to children looked after by the Department and undertake non-agency adoptions.

there are improved outcomes for disabled children and young people, their families, and carers;

there are improved outcomes for children and young people who are the subject of court proceedings.

## Monitor and Review

Critically review all information against plans in order to evaluate achievements and outcomes and identify required changes.

Contribute to and review the development of ongoing initiatives to achieve a more effective use of resources within the service.

## Recording and Communication

To complete the relevant range of written communications including but not exclusively, case conference reports, court statements/reports, assessment reports which are accurate, up-to-date, differentiating between facts, view and professional judgements whilst also taking account of requirements to respect service user confidentiality.

To accurately record and keep up-to-date information using the appropriate IT systems in accordance with the Department's recording policy.

When contributing to the work of multi-agency teams, apply your skills, knowledge and professional judgement.

Create and maintain effective relationships with children, young people, their parents, families and carers using information about their life experiences, needs and expectations.

Present information/reports to different forums, as appropriate.

Initiate and develop close working relationships with all agencies involved in children and families work.

### Professional Development and Accountability

Use of self-reflection, supervision and development activities to improve social work skills and knowledge.

Keep abreast of new developments in policy, law and professional practice and to share knowledge/information with colleagues.

To contribute to the overall development of services for children and their families by chairing, facilitating or contributing, as appropriate, to a range of internal and external forums which may include case conferences, reviews, foster care and adoption panels.

To fully participate in supervisory processes and training opportunities for the purpose of improving practice and consolidating professional development. To be responsible for mentoring newly qualified social workers and to supervise student social workers.

Be accountable for your behaviour and quality of work by complying with GSCC codes of practice and the organisational requirements for conduct, performance and behaviour.

In liaison with senior practitioner, work in a cross section of social work teams through secondments to continually develop and consolidate knowledge base and level of skills and enabling the assignment of more complex caseloads

To promote and comply with the range of organisational policies and procedures with specific reference to the following Council policies and procedures:-

Health and Safety policy and associated safe working procedures and guidelines.

Equality policy and ensure that it is implemented within the service.

Data protection policy and code of practice within the service area.

Human Resource Policies and policies including employee relations within the remit of the post.

To maintain a personal awareness of departmental and corporate policies and procedures particularly those relating to children in need, child protection and looked after children, acting in line with those to ensure consistency and a high quality of service delivery across the service.

To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.

To be responsible for the implementation of the Council's Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.

To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.

To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.

To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.

To comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.

**This post is subject to Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.**

**Date Reviewed: 1<sup>st</sup> Jan 2010**



# Person Specification

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St. Helens Council

**Job Title: Senior Social Worker**

**Ref No:**

Knowledge	E = Essential D = Desirable	Identified by
Knowledge and understanding of the legislative framework for Children's Services, i.e. 1989 and 2004 Children's Acts and related guidance	E	Application/Interview
Knowledge of Adoption Legislation.	E	Application/Interview
Knowledge of the Framework for Assessment of Children and their families and the associate guidance and tools.	E	Application/Interview
Knowledge and understanding of how Safeguarding issues relating to children.	E	Application/Interview
Knowledge of Safeguarding procedures and associated process i.e. Case Conferences, Statutory Visiting etc. responding to referrals and understanding initial and core assessments.	E	Application/Interview
Knowledge of Parenting Assessments and Risk Assessments.	E	Application/Interview
Knowledge of the factors which contribute to complex family situations and the impact on children of multiple deprivation, neglect or abuse.	E	Application/Interview
An understanding of multi-agency working and intervention, working in partnership and the Think Family approach.	E	Application/Interview
An understanding of anti-discriminatory and anti-oppressive practice, from an individual and organisational perspective.	E	Application/Interview
An understanding of the current National Minimum Standards, the CWDC standards in foster care and some knowledge of the Foster Panel process.	E	Application/Interview
Skills and Abilities	E = Essential D = Desirable	Identified by
Ability to take the lead role within Child Protection enquiries in accordance with statutory and procedural requirements.	E	Application/Interview

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Ability to take the lead role within Child Protection enquiries in accordance with statutory and procedural requirements.	E	Application/Interview
Ability to undertake initial assessments, comprehensive core assessments, parenting and risk assessments, pre-birth assessments and others associated with complex family circumstances.	E	Application/Interview
Ability to respond to serious and immediate safeguarding issues via emergency legislation/Court hearings etc.	E	Application/Interview
Ability to critically analyse information, provide sound assessments and co-ordinate a multi-agency plan to safeguard and promote children's welfare.	E	Application/Interview
Ability to chair meetings related to caseload.	E	Application/Interview
Ability to use computerised Client Information System.	E	Application/Interview
Ability to mentor new staff and supervise student social workers.	E	Application/Interview
Ability to reflect on practice, use supervision and development opportunity to improve social workers skills and knowledge.	E	Application/Interview
Experience	E = Essential D = Desirable	Identified by
Experience of working directly with a range of young people and their families, e.g. Looked After Children, Children In Need and those subject to Child Protection plans.	E	Application/Interview
Experience of undertaking Child Protection investigations as the lead person.	E	Application/Interview
Experience of undertaking comprehensive assessments, i.e. Core, parenting, risk pre-birth carers assessment etc.	E	Application/Interview
Experience of managing a complex caseload and prioritising competing demands.	E	Application/Interview
Experience of developing and implementing care plans for a range of Children and Families.	E	Application/Interview
Experience of chairing meetings in relation to own caseload and supporting other staff in this role.	E	Application/Interview
Experience of court work.	E	Application/Interview

Experience of various forums which may include fostering panel, permanency panel, reviews, LAC Conferences.	E	Application/Interview
Experience of mentoring newly qualified staff and/or supervising students.	D	Application/Interview
Experience of undertaking BAAF Form Foster Care Assessments.	D	Application/Interview
<b>Qualifications</b>	<b>E = Essential D = Desirable</b>	<b>Identified by</b>
CSQW, CSJ, Dispw (MA)	E	Application/ Certificate
PQ1	E	Application/ Certificate
Child Care Award	D	Application/ Certificate
Registered and qualified social worker with GSCC – General Social Care Council	E	Application/ Certificate
<b>Other Circumstances</b>	<b>E = Essential D = Desirable</b>	<b>Identified by</b>
* Car Driver, with valid driving licence and access to vehicle	E	Application/Licence

\* NB - If an applicant cannot drive as they are precluded by disability applications are still welcome. Applicants are asked to provide a statement as to how they will be in a position to alternatively meet the requirement to enable the duties to be carried out effectively and efficiently with reasonable adjustments