



Job Description

make the right move - join us



St. Helens Council

Post: Senior Social Worker

Post Number:

Department: People's Services Department

Grade: SCP 35 - 38

Responsible to: Advanced Practitioner

Purpose of the Post:

Working within the standards of conduct, performance and ethics as described by the Health and Social Care Professional Council (HCPC) ensuring compliance with legal, organisational and multi-agency requirements.

To manage a caseload of various levels of complexity, involving the assessment, planning, intervention and review of appropriate actions 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 policies, procedures and 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

1. Participate in a duty 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.
2. Undertake statutory duties to safeguard and promote the welfare of specific children, young people, their families and carers.
3. Take a lead role with child protection enquiries in accordance with statutory and procedural requirements.
4. Manage a caseload of various levels of complexity.



Job Description

make the right move - join us



St. Helens Council

Assessments

5. Complete assessments using the Framework for Assessment of Children in Need and their Families to identify current and emerging needs and/or risks and to inform a plan for the child/young person.
6. Undertake specific assessments including amongst others, PAMS assessments, risk assessments, parenting assessments.

Planning

7. Ensure all assessments inform a relevant plan which is implemented, reviewed and updated in a timely manner and which focuses on positive outcomes for the service user.

Implementation

8. 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.



Job Description

make the right move - join us



St. Helens Council

Monitor and Review

9. Critically review all information against plans in order to evaluate achievements and outcomes and identify required changes.
10. Contribute to and review the development of ongoing initiatives to achieve a more effective use of resources within the service.

Recording and Communication

11. 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.
12. To accurately record and keep up-to-date information using the appropriate IT systems in accordance with the Department's recording policy.
13. When contributing to the work of multi-agency teams, apply your skills, knowledge and professional judgement.
14. Create and maintain effective relationships with children, young people, their parents, families and carers using information about their life experiences, needs and expectations. To ensure the voice of the child is at the heart of assessment, planning, intervention and review.
15. Present information/reports to different forums, as appropriate.
16. Initiate and develop close working relationships with all agencies involved in children and families work.

Professional Development and Accountability

17. Use of self-reflection, supervision and development activities to improve social work skills and knowledge.
18. Keep abreast of new developments in policy, law and professional practice and to share knowledge/information with colleagues.
19. 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
20. 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.



Job Description

make the right move - join us



St. Helens Council

21. Be accountable for your behaviour and quality of work by complying with HCPC codes of practice and the organisational requirements for conduct, performance and behaviour.
22. In liaison with your team manager, 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
23. 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.
24. 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.

Employees with No Supervisory/Managerial Responsibilities

25. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
26. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
27. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy)

This post is subject to Disclosure.



Job Description

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

make the right move - join us



St. Helens Council

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 post holder at the appropriate time.

Date Prepared: May 2010

Date Updated: March 2017

Date updated: April 2018