



# Job Description

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St. Helens Council

<b>Post:</b>	<b>Social Worker</b>
<b>Department:</b>	<b>Children and Young People's Service</b>
<b>Grade:</b>	<b>Scp29 - 31</b>
<b>Responsible to:</b>	<b>Assistant Team Manager</b>

## **Purpose of the Post:**

To manage a protected caseload within a framework of supervision, including the referral, assessment, planning, implementation and evaluation of appropriate action to ensure that resources are utilised effectively to safeguard and promote the welfare of children, families and 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

1. Following a phased introduction, 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 (including where appropriate children who are looked after where adoption is the identified plan).
2. To take appropriate actions that fulfil statutory responsibilities to safeguard and promote the welfare of specific children, young people, their families and carers.
3. Following mandatory child protection training to assist with child protection enquiries in accordance with statutory and procedural requirements.
4. To manage an assigned 'protected' caseload within a framework of supervision at a level of complexity and risk that is safe for the service user and in line with the demands of the organisation.

### Assessments

5. 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.

## Planning

6. 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

7. 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

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

## Recording and Communication

9. 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 be competent at pressing that information.
10. To accurately record and keep up-to-date information using the appropriate IT systems in accordance with the Department's recording policy.
11. When contributing to the work of multi-agency teams, apply your skills, knowledge and professional judgement seeking appropriate direction from line managers/supervisors in situations of uncertainty.

12. Create and maintain effective relationships with children, young people, their parents, families and carers using information about their life experiences, needs and expectations.
13. Present information/reports to different forums, as appropriate.

#### Professional Development and Accountability

14. Use of self-reflection, supervision and development activities to improve social work skills and knowledge.
15. Keep abreast of new developments in policy, law and professional practice and to share knowledge/information with colleagues.
16. 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.
17. To fully participate in supervisory processes and training opportunities for the purpose of improving practice and consolidating professional development.
18. To compile a portfolio of evidence, supported by experiences in the field to achieve appropriate competency levels.
19. To plan, prepare and deliver a range of training for different audiences.
20. 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.

#### Promotion and Compliance with organisational policies and procedures

21. To 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.
22. 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 comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.

To comply with the Council's Data Protection Policy and Code of Practice within the service area 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> January 2010**



# Person Specification

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St. Helens Council

Job Title: Social Worker

Ref No:

Knowledge	E = Essential D = Desirable	Identified by
Knowledge and understanding of the 1989 Children Act and related guidance and the 2004 Act and related guidance.	E	Application/Interview
Knowledge of the Framework for Assessment of Children in Need and their families and an understanding of its application.	E	Application/Interview
Knowledge of Safeguarding issues and the Social Workers' role and responsibility in relation to Safeguarding Children.	E	Application/Interview
Knowledge of Looked After Children procedures and guidance.	E	Application/Interview
An understanding of anti-oppressive and anti-discrimination practice.	E	Application/Interview
An understanding of child development and the impact of adverse experiences on a child/young person's development.	E	Application/Interview
An understanding of the concept of working in partnership with families and "Think Family".	E	Application/Interview
An understanding of the current National Minimum Standards	E	Application/Interview
Skills and Abilities	E = Essential D = Desirable	Identified by
Ability to work in partnership directly with Children and their families.	E	Application/Interview
Ability to work with other professionals to undertake assessments and implement care plans.	E	Application/Interview
Ability to collect, record and critically analysis all relevant information at point of referral or an open case.	E	Application/Interview
Ability to communicate effectively with children, their families, carers and other professionals.	E	Application/Interview

<b>Skills and Abilities</b>	<b>E = Essential D = Desirable</b>	<b>Identified by</b>
Ability to use computerised Client Information System.	E	Application/Interview
Ability to develop and implement care plans and support packages for Children in Need, Looked after Children and those subject to Child Protection Plans.	E	Application/Interview
Ability to write concise and accurate records and reports reflecting pertinent information, analysis and recommended actions	E	Application/Interview
<b>Experience</b>	<b>E = Essential D = Desirable</b>	<b>Identified by</b>
Experience of direct work with children in either a statutory or voluntary setting.	E	Application/Interview
Experience if working with families experiencing stress/poverty/family breakdown etc.	E	Application/Interview
Experience of assessing needs, setting tasks, producing care plans and reviewing those plans.	E	Application/Interview
Experience of working with other professionals in a formal setting.	E	Application/Interview
Experience of completing F assessments for Connected People	D	Application/Interview
<b>Qualifications / Other Circumstances</b>	<b>E = Essential D = Desirable</b>	<b>Identified by</b>
CQSW, CSS, DipSW	E	Application / Certificate
Registered Qualified Social Worker with the GSCC – General Social Worker Council, or will apply for registration before taking up the post.	E	Application / Certificate
* Car Driver with valid driving licence and access to a vehicle.	E	Application / Licence

\* NB - If an applicant can not 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