



Job Description

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St. Helens Council

Post:	Social Worker
Post Number:	
Department:	People's Services
Grade:	SCP 29 - 31
Responsible to:	Assistant Team Manager
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.



Job Description

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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.

Planning

5. 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

6. 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.



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Monitor and Review

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

Recording and Communication

8. 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 processing that information.
9. 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.
10. To accurately record and keep up-to-date information using the appropriate IT systems in accordance with the Department's recording policy.
11. Create and maintain effective relationships with children, young people, their parents, families and carers using information about their life experiences, needs and expectations.
12. Present information/reports to different forums, as appropriate.

Professional Development and Accountability

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



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Promotion and Compliance with organisational policies and procedures

20. 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.

21. 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

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

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

24. 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 (as amended).

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: December 2014

Date Updated: April 2016