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| Job Title | Social Worker | | | Directorate | | Childrens Services |
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| Post Number | CHILD047A | | | Division | | Children with Disabilities |
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| Grade | Level A – Grade 8  Level B –  Grade 10 | Salary | £33,024 to £43,421 | | Section | CDT |
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| Reports To | Team Manager |

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| **Purpose of the Job** |
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| The primary purpose of the role is to:   * Contribute to the delivery of an effective children’s social care service as part of a social work team, improving outcomes for children and young people. * Manage caseloads dependent upon experience, grade of post and complexity of cases, utilising specialist knowledge for appropriate interventions, needs assessments, care planning, and child protection investigations. * Carry out high quality assessments, using child-centred, community focused, and multiagency interventions to bring about positive change through developing effective relationships, and to secure the best outcomes for children and young people. * Ensure children and young people are adequately protected in line with Dudley LSCB, departmental policy and procedures, and relevant legislation. |



**Job Description**

**Key Accountabilities and Expected Outcomes**

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| **Key Accountabilities** | **Expected Outcomes** |
| Holds and manages a varied caseload reflecting the function of the team in accordance with relevant policies, procedures and legislation. | * Cases are effectively managed. * Outcomes for children and young people are improved. |
| Identifies and assesses levels of risk and need, and delivers protective or supportive services for children at risk, in need and/or looked after. | * Demonstrates professional judgement in managing and assessing risk to children. * Maintains children in their families where it is safe to do so and delivers preventative interventions. * Improves outcomes for children. |
| Maintains an up-to-date assessment, care plan and reviews for all cases. |  Assessments care plans and reviews are of a high standard and up-to-date. |
| Assesses and analyses need, contributing to and implementing plans and reviewing progress against identified outcomes ensuring that the | * Demonstrates sound professional judgement. * Plans are implemented and reviewed to improve outcomes for the child. * Analysis is effective in identifying risk and need. |

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| child’s welfare is paramount throughout. |  | All work is child focussed, effective and in line with legislation and practice. |
| Ensures that reports are up to date, of a high quality and submitted according to appropriate timescales. |  | Reports are accurate, up-to-date and produced within agreed timescales. Written English is of a high standard. |
| Work co-operatively with colleagues and in partnership across agency boundaries. |  | Effective partnership working is in place, producing high quality multi-agency plans. |
| Attends a range of meetings including child protection case conference meetings and court hearings to represent the local authority. |    | Provides professional expertise at meetings and represents the local authority as required in Court.  Develops reflective critical theory and applies this to cases. |
| Undertakes direct work with children, young people and their families in line with agreed care plans. |  | Direct work undertaken with children and their families in accordance with agreed care plans to improve outcomes for children. |
| Carries out all work within equal opportunities and anti-discriminatory frameworks. |    | Recognises and values diversity and is sensitive to cultural difference.  Adheres to Dudley’s Values and Behaviours Framework. |
| Carries out statutory obligations in accordance with departmental policy and practice. |  | Statutory obligations of the role are understood and complied with at all times. |
| Keeps up-to-date and act in accordance with current legislation and departmental practice and initiatives. |    | Accurately interprets and applies relevant policies procedures and initiatives.  Applies relevant policies to practice. |
| Develops/maintains good working relationships with other professionals in all agencies. |    | Positive working relationships are fostered and maintained  Effective partnership working and sharing of information. |
| Maintains accurate, up to date, and relevant case recordings and any other records as specified in departmental guidance and procedures’ and utilising tools such as the Children Case Management (CCM) system as appropriate. |      | Accurate case records are in place in relation to own cases.  Systems are utilised and maintained.  Data is recorded timely and accurately. |
| Maintains regular supervision through frequent meetings and briefings in line with the Department’s supervision policy. Contribute to the development of other workers sharing knowledge and skills as appropriate. |      | Receives and participates in supervision in accordance with agreed policy and practice.  Shares knowledge and skills with colleagues as appropriate.  Uses supervision to reflect and analyse cases and develop professional practice. |
| Reports changes to risk levels, care plans or children’s circumstances to their supervisor on a regular basis or immediately as required. Seeks advice |  | Exercises professional judgement when assessing risk and seeks advice as appropriate to safeguard the welfare of children. |
| on appropriate action, developing new risk assessments and care plans as guided by their supervisor |  | High quality, evidence-based decisions and analyses are applied. |
| Contributes through team meetings and organisational events to the development of the service. |  | Makes a positive contribution to team meetings and events. |
| Maintains and develops up-to-date knowledge and relevant skills through continued learning. |  | Undertakes learning and development opportunities as available, completing courses as advised by your supervisor. |
| Ensures that expenditure on cases is properly authorised and recorded, in accordance with departmental procedures. |  | Expenditure is appropriately authorised and recorded. |
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# **Health & Safety**

All employees have a duty to carry out their work with due regard for the health and safety of employees and the public, to observe health and safety requirements relevant to their activities and co-operate with the Council so as to enable them to carry out their own responsibilities effectively.

They must report to their supervisor every accident which could result in injury or damage to plant and equipment and co-operate in the investigation of accidents with object of preventing a recurrence.

## Special Conditions This post is subject to the DBS checking process

The post holder must be able to drive, hold a valid full driving licence and have the use of a vehicle. Driving Licence will be subject to checking with the DVLA. It is a council requirement to have Business Use Car Insurance and a valid MOT certificate (For cars over 3 years old)

Car Allowance Mileage

Prepared By Gayle Barry – Service Manager (Section/Mgr)

## Review Date June 2020



**Person Specification**

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| Social Worker | Directorate | Children’s Services |

## Job Title

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| CHILD047A |

## Post Division Number

Grade

Level A –

Grade 8

Level B –

Grade 10

Salary

Section

Children with Disabilities

Criteria (Essential)

Assessment By

Application Interview Test

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| |  | | --- | | Experience | | Must be able to demonstrate the capacity to work with children and families | | Must be able to demonstrate the ability to work within current legislation and statutory guidance | | |  |  |  | | --- | --- | --- | |  |  |  | | √ | √ |  | | √ | √ |  | |
| |  | | --- | | Qualifications / Training | | DipSW or an approved social work qualification. Registered, or eligible for registration, with HCPC | | |  |  |  | | --- | --- | --- | |  |  |  | | √ |  |  | |
| |  | | --- | | Knowledge & Skills | | Demonstrates current knowledge of professional social work practices | | Ability to demonstrate an understanding of the social work task | | Demonstrates experience and understanding of key legislation | | Skills in assessment, critical analysis and decision-making | | Demonstrates evidence-based practice in social work assessments, decisions and interventions | | Ability to communicate effectively in all formats | | Ability to accurately record information in accordance to statutory requirements and timescales | | Ability to prioritise conflicting demands | | Ability to plan and effectively evaluate interventions and outcomes | | Ability to develop effective working relationships | | Ability to reflect on social work practice | | Ability to challenge others appropriately | | Ability to respond flexibly to services users needs and the requirements of service delivery | | Ability to utilise IT and a willingness to undertake IT training as required | | Demonstrate the commitment to Equal Opportunities and inclusion | | Ability to manage and resolve conflict | | Other Qualities and Attributes | | A Knowledge of equality & diversity issues | | Committed to our values and behaviours framework | | Works flexibly with local and wider team and in partnership with other professional agencies to achieve overall team goals | | Logically interprets and draws meaning from information that leads to a clear analysis of required intervention | | Anticipates and reviews situations in depth to identify critical issues and act upon them | | The post holder must be able to drive, hold a valid full driving licence and have the use of a vehicle. | | |  |  |  | | --- | --- | --- | |  |  |  | | √ | √ |  | |  | √ |  | |  | √ |  | |  | √ | √ | | √ | √ |  | | √ | √ |  | | √ | √ |  | |  | √ |  | |  | √ |  | |  | √ |  | |  | √ |  | |  | √ |  | | √ | √ |  | | √ | √ |  | |  | √ |  | |  | √ |  | |  |  |  | | √ | √ |  | |  | √ |  | |  | √ |  | |  | √ |  | |  | √ |  | | √ |  |  | |  |  |  | |  |  |  | |

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| Gayle Barry – Service Manager |
| June 2019 |

## Reviewed By Date