

## Role Profile

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|--------------------|---|
| <b>Service:</b>    | <b>Family Services – Social Care</b>    |
| <b>Location:</b>   | <b>NLBP</b>                             |
| <b>Job Title:</b>  | <b>Senior Social Worker</b>             |
| <b>Grade:</b>      | <b>J</b>                                |
| <b>Post No.:</b>   | <b>Rxxxx</b>                            |
| <b>Reports to:</b> | <b>Team Manager/Deputy Team Manager</b> |

### 1. Job Purpose

To provide social work and services to children, young people and their families to improve the well-being of vulnerable people and fulfil the statutory obligations of the Council.

### 2. Key accountabilities/duties/responsibilities:

#### Professional Direction

- 2.1. The job holder may be directed to a particular specialism of recognised social work.
- 2.2. Work assignments will be undertaken under the direction and supervision of a senior line manager and professional social work educators.
- 2.3. The key accountabilities will be undertaken in accordance with relevant statutes, guidance, regulations, policies and procedures and the HCPC Standards of Proficiency for Social Workers.
- 2.4. Complexity will involve combinations of:
  - Multi agency input
  - Complex family /organisational dynamics
  - Serious hostility and conflicts of interest
  - Multiple problems/disadvantages
  - Multiple/significant risk factors
  - Need to take into account the public interest.

#### Case management

- 2.5. Take responsibility as key worker for an assigned caseload of identified users that have a variety of relevant need circumstances in order to improve the user's situation and well-being. (Examples: children and young people who are 'in need', looked after by the Council, on a child protection plan, the subject of care proceedings or care leavers.)
- 2.6. Undertake a balanced range of cases with expected complexities of risk and ambiguity ensuring that major case complexities are appropriately discussed with senior colleagues prior to major interventions.

- 2.7. Undertake established, analytical evidence based assessments of the user's circumstances in order to recommend or autonomously implement the appropriate level of intervention and of service provision.
- 2.8. Develop, agree, implement and review explicit care plans for the assigned cases that will contribute to the achievement of improvements to the user's well-being within the overall objectives of the Council's Family Services Delivery Unit.
- 2.9. Ensure that the appropriate management are informed of the caseload's current and proposed casework plans and developments to assure the appropriate authorisation is obtained, verified and reviewed.
- 2.10. Write and maintain case records to the required standards, to enable informed review, data security, audit, reports and other administrative requirements.
- 2.11. Organise, Chair or participate in reviews and meetings attended by the child/young person, user interested parties, relevant colleagues and representatives of other agencies to identify issues and agree actions to be taken. (Examples: health, education, probation, police, courts, Counsel, solicitors, CAFCASS [Children and Family Court Advisory and Support Service].)
- 2.12. Prepare for and represent the Council during court proceedings in order to recommend and seek legal interventions that are in the best interests of the child/young person.
- 2.13. Assist in the development of service policies, procedures and working practices at local, departmental and inter-agency levels.
- 2.14. Encourage appropriate user participation in the delivery, monitoring and evaluation of the service.
- 2.15. To engage in reflective practice
- 2.16. To participate in the supervision of newly qualified social workers and social workers as appropriate

## **People**

- 2.17. Work collaboratively with colleagues and other relevant professionals to facilitate the achievement of service objectives. (Examples: teachers, doctors, psychiatrists, health visitors, police officers, carers, relatives, voluntary sector, CAFCASS.)
- 2.18. Take personal responsibility for self-development through line management feedback and review, continuous professional development (CPD) activities to assure continued professional registration and maintenance of professional expertise.
- 2.19. Contribute to the success of the team through ongoing operational support and direct professional expertise advice to colleagues, which may be through formal or informal mentoring.

## **Information**

- 2.20. Keep abreast of new and relevant legislation, guidance and regulations in order to assure a competent level of professional knowledge,
- 2.21. Learn and use required administrative and associated ICT systems to enable operational service effectiveness.



### **Financial and Asset Responsibilities:-**

- 2.22. Operate within the Council's financial regulations, budgetary framework and the service's delegated powers to minimise the risk of a breach and that the service delivers value for money.
- 2.23. Ensure all financial transactions actioned are fully written up and accounted for to the standards required.
- 2.24. Prepare information for the Resources Panel and make appropriate recommendations regarding the use of resources.

### **3. Promotion of Corporate Values**

- 3.1. To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work.
- 3.2. To promote equality of opportunity for users in accessing the services provided.

### **4. Flexibility**

- 4.1. The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.
- 4.2. This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

### **5. The Council's Commitment to Equality**

- 4.3. To deliver the council's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

## PERSON SPECIFICATION

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### Knowledge, training and experience

- Degree/post graduate or equivalent recognised social work qualification. CQSW (75-91); DipSW (91-09);
- Registration with Health & Care Professional Council.
- Several years of progressive experience of working with children and families in a variety of areas.
- Experience of statutory work including Child Protection work.
- Essential training on:
  - Children Act
  - Child Protection Work
  - Direct Work with Children
  - Assessment skills
  - Integrated Children’s System

### Skills

- excellent communication and people skills
- the ability to relate to people of all ages and backgrounds and gain their trust
- a practical and flexible approach to work
- tact, patience and empathy
- an understanding of the needs of different client groups
- a non - judgemental attitude
- the ability to work in a team and also use your own initiative
- the ability to assess situations and take appropriate action
- resilience - for coping with difficult situations and challenging cases
- good time management and organisational skills
- computer literacy and administrative skills.

#### Knowledge of:

- Responsibility of Local Authority Children’s Service in relation to children and families.
- Children Act 1989 and 2004 and DOH Guidance, Working Together to Safeguard Children.

- Child abuse enquiries
- Ability to demonstrate a commitment to equal opportunities for users and staff, and anti-discriminatory practices.
- Has lived or worked in a multi-cultural environment.

**Special Job Requirements:**

A current driving licence is desirable.

Willingness to work beyond office hours as and when necessary.

Ability to travel