

## JOB DESCRIPTION

<b>Job Title</b>	<b>Social Worker (Level 1)</b>				
<b>Service Area</b>	<b>Children's Services</b>	<b>Function</b>			
<b>Team</b>		<b>Post number</b>		<b>Grade</b>	<b>LBR 7</b>
<b>Reports to:</b>	<b>Team Manager</b>				
<b>Responsible for :</b>					
<b>Purpose of Job</b>					
<p>To provide a quality social work service to children, young people and their families/carers to ensure an environment which promotes their welfare that enables children wherever possible to remain within their family networks and to live within their communities.</p> <p>The focus is always to ensure that our work contributes positively to a child or young person's safeguarding and wellbeing. It is neither exhaustive nor inclusive and is liable to be adjusted from time to time to meet changing circumstances and demands.</p>					
<b>Major duties and responsibilities</b>					
<p>Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures and agendas faced by agencies working with children, young people and their families.</p> <p>This Job Description is a guide to the level and range of responsibilities the post holder, as a Social Worker registered with the HCPC, will be expected to undertake.</p> <p>To maintain registration the postholder is required to comply with the Standards of Proficiency for Social Workers in England.<sup>1</sup></p> <p>In addition, the post holder is expected to operate within and evidence all aspects of the relevant level of the Professional Capabilities Framework (PCF) as set by The College of Social Work and main duties could include the following:</p> <ul style="list-style-type: none"> <li>- Under clear supervision, carry a caseload and undertake a range of children and families and safeguarding assessments deemed to be suitable for allocation to a newly qualified social worker</li> <li>- To undertake assessments in accordance with central government and local guidelines and where appropriate prepare and present and implement plans for work with children and their families based on such assessments.</li> <li>- To support children and their families so that children will be maintained in a safe environment within the family network</li> <li>- To be accountable for their practice and involve individual, families, carers, groups and communities in decision making, offering them choices, options and linking them to support groups and networks</li> <li>- Commission a range services designed to minimise risks and improve the quality of life for service users and their carers</li> </ul>					

<sup>1</sup> HCPC Standards for Proficiency for Social Workers (June 2012) attached.

- To help individuals, families, carers, groups and communities represent their views in all meetings affecting them and work effectively with others to improve services offered to them
- To have knowledge of services relevant to individuals, families, carers, groups and communities (not just those offered by their organization) and how to access other relevant services.
- To work with children and their family to ensure where appropriate a re-unification, where short term separation has been necessary.
- To initiate where necessary Care Proceedings, attend Court and represent the Local Authority.
- To support children who are looked after by this authority. Formulate, prepare and implement appropriate care plans in line with C.L.A. procedures.
- To prepare and present range of reports including reports for Court, Child Care Reviews, C.P. Conferences and planning meetings.
- Participate in programmes of training and associated work experience for social work progression

### **Professional Context:**

To manage a workload with jointly agreed performance indicators in accordance with the policies and procedures of LB Redbridge Children Services.

Manage workload, seeking support and suggesting solutions for workload difficulties.

Develop an awareness of own professional limitations and knowledge gaps, and to meet these, establish a network of internal and external colleagues from whom to seek advice and expertise.

Negotiate and establish boundaries to underpin partnership work with service users, carers and their networks, using transparency and honesty.

Obtain regular, effective supervision from a social worker for effective practice, reflection and career development.

Raise and address issues of poor practice, internally via organisation procedures, and then independently if required.

To have particular regard to all safeguarding issues and to ensure that they are raised appropriately through professional and managerial channels.

Ensure practice is underpinned by evidence, policy, procedures and code of conduct to promote individuals' rights to determine their own solutions, promoting problem-solving skills, whilst recognising how and when self-determination may be constrained by legislation.

Recognise discriminatory practices and develop a range of approaches to appropriately challenge service users, colleagues and senior managers.

Draw on a range of evidence sources to inform decision making. Ensure hypotheses and options are reviewed to inform judgement and decision making. Ensure that you evidence that you routinely consult with service users and accurately capture their wishes and feelings

Critically reflect on and manage the power of your role in your relationship with others.

Enable and support people to consider and pursue a range of options that may enhance economic status (through access to education, work, housing, health services and welfare benefits) and wellbeing.

## **Professional Practice:**

Demonstrate through your practice an understanding and use of knowledge related to your area of practice, including critical awareness of current issues and new evidence based practice research.

Demonstrate knowledge and application of appropriate legal and policy frameworks and guidance that inform and mandate social work practice. Apply legal reasoning, using professional legal expertise and advice appropriately, recognising where scope for professional judgement exists.

Demonstrate in practice and recording a working knowledge of human growth and development throughout the life course.

Demonstrate, through adjusting your practice, the short and long term impact of psychological, socio-economic, environmental and physiological factors on people's lives, taking into account age and development, and how this informs practice.

Demonstrate understanding of the journey of the child and ensure that the voice of the child or young person is incorporated effectively into care planning.

Recognise diversity and apply anti-discriminatory and anti-oppressive principles in practice

Acknowledge the centrality of relationships for people and the key concepts of attachment, separation, loss, change and resilience.

Develop interventions with children and families that are clearly based upon an understanding of forms of harm and their impact on people, and the implications for practice, drawing on concepts of strength, resilience, vulnerability, risk and resistance.

Utilise a critical knowledge of the range of theories and models for social work intervention with individuals, families, groups and communities to develop methods of intervention derived from them

Demonstrate through practice a critical understanding of social welfare policy, its evolution, implementation and impact on people, social work, other professions, and inter-agency working.

Recognise the contribution, and make use of research to inform practice and apply the lessons from research to practice.

Participate in group work, multi-agency work, family work and individual direct work with children and their families.

Use structured assessment tools and models informed by evidence to assess risk factors and to review progress in all cases.

Prepare and present a range of written reports, including Reports to Courts, Reviews, Case Conferences, and other meetings enabling the appropriate decisions to be made.

**Professional Responsibilities:**

Keep up-to-date with evidence informed practice about what is most effective in working with children, young people and families.

Ensure that all activities are carried out in accordance with relevant legislation and comply with all local and national policies, protocols and guidance i.e. Working Together to Safeguard Children, London Child Protection Procedures.

Comply with the Data Protection Act and ensure compliance with all local information governance requirements.

Carry out appropriate administrative tasks in support of the work including maintaining records, preparing statistical returns and completing internal documentation.

Attend all relevant internal meetings, and represent Children's Services at external meetings as required.

Contribute to the review and achievement of the set targets in local and corporate plans.

Contribute to the development of your Team on an on-going basis.

Participate in all relevant learning and development activities and other opportunities for continuous professional development. In particular to take responsibility for participating in up to date safeguarding training on a regular basis.

Be prepared to engage in all areas of work across the scope of Children's Services.

Work flexibly, including evening and occasional weekend work including participation in Office Duty Rota.

## Health and Care Professions Council (HCPC) Standards of Proficiency for Social Workers in England

The Health and Care Professions Council (HCPC) has published its ***Standards of Proficiency for Social Workers in England***, which set out what practitioners should know, understand and be able to do in order to register with the HCPC, maintain registration and practice as a Social Worker. There are 15 Standards (all with sub-sections) which are listed below.

Social Workers must:

1. Be able to practice safely and effectively within their scope of practice.
2. Be able to practice within the legal and ethical boundaries of their profession.
3. Be able to maintain fitness to practice.
4. Be able to practice as an autonomous professional, exercising their own professional judgment.
5. Be aware of the impact of culture, equality and diversity on practice.
6. Be able to practice in a non-discriminatory manner.
7. Be able to maintain confidentiality.
8. Be able to communicate effectively.
9. Be able to work appropriately with others.
10. Be able to maintain records appropriately.
11. Be able to reflect on and review practice.
12. Be able to assure the quality of their practice.
13. Understand the key concepts of the knowledge base relevant to their profession.
14. Be able to draw on appropriate knowledge and skills to inform practice.
15. Be able to establish and maintain a safe practice environment.

Once registered with the HCPC, Social Workers will be required to meet the standards relevant to their area of practice. They will also have to meet the HCPC's standards of conduct, performance and ethics.

The Standards of Proficiency will be subject to on-going review by the HCPC and updates to ensure they continue to develop and change with the social work profession. The Standards have also been designed to complement the Professional Capabilities Framework (PCF), which is overseen by the College of Social Work and sets out the key capabilities expected of Social Workers as they develop throughout their career.

**PERSON SPECIFICATION**

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<b>Team</b>		<b>Post number</b>		<b>Grade</b>	<b>LBR 7</b>	
<i>Method of candidate assessment: A = Application Form    I = Interview    T = Test</i>						
<i>Weighting: 3 = more important, 2= less important</i>						
<b>Selection Criteria</b>					<b>A - I - T</b>	<b>Weighting</b>
<b>Education and Qualifications:</b>						
Recognised Social Work qualification is essential (i.e. CQSW, DipSW, CSS or CCETSW approved equivalent, BA Hons Social Work or other relevant degree in Social Work).					A	3
Current Health and Care Professions Council Registration (HCPC).					A	3
<b>Experience:</b>						
Experience of working with children, families and carers including:						
• Understanding of training in assessment work in a children and families or youth justice or related setting.					A - I	3
					A - I	3
• Knowledge of the issues in relation to Child Protection / Safeguarding and Court work.					A - I	3

<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Ability to undertake assessments of need, working to National Standards, plus agreed local threshold and eligibility criteria.</li> <li>• Ability to recognise signs of harm, abuse or neglect and respond to them appropriately to improve safeguarding</li> <li>• Ability to undertake professional duties to comply with statutory duties within legislation, e.g. Children’s Act, and within the framework of the organisational Policies and Procedures.</li> <li>• Ability to formulate and implement effective outcome based child in need, child protection and interventions plans.</li> <li>• Ability to communicate appropriately in a timely way with children and young people in a language they understand which is clear, fluent, concise and jargon free and in a courteous, calm and professional manner.</li> <li>• Ability to listen effectively so that views of the children and their parents / carers, effect appropriate involvement in care planning.</li> <li>• Application of evidence based practice.</li> <li>• Ability to work collaboratively and in Partnership with the representatives of other agencies working with the children and their parents / carers.</li> </ul>	<p>A – I – T</p> <p>A - I</p> <p>A - I</p> <p>A - I</p> <p>A – I – T</p> <p>A – I – T</p> <p>A – I – T</p> <p>A - I</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>2</p>
<ul style="list-style-type: none"> <li>• Ability to record accurately and timely the necessary data on the Children’s Services case recording systems (Protocol, CareWorks etc.)</li> <li>• Ability to prepare clear and well written court reports and attend and give evidence where appropriate in court.</li> <li>• Ability to co-operate and work well with others, support colleagues in both within and outside the team and contribute to the successful activities of team goals, sharing information and learning whilst supporting others.</li> <li>• Ability to use the supervisory process effectively to ensure safe methods of practice</li> </ul>	<p>A - I</p> <p>A - I</p> <p>A – I</p> <p>A - I</p>	<p>3</p> <p>3</p> <p>2</p> <p>3</p>

<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Maintain an up to date knowledge of relevant legislation, and be aware of future legislation requirements.</li> <li>• Understanding of how guidance and research helps to achieve quality outcomes.</li> <li>• Demonstrate knowledge an understanding of child development and the factors that affect it.</li> <li>• Knowledge and understanding of equality and diversity issues and how these can be deployed to enhance service delivery effectively.</li> </ul>	<p>A-I-T</p> <p>A-I-T</p> <p>A-I</p> <p>A-I</p>	<p>3</p> <p>3</p> <p>2</p> <p>2</p>			
<p><b>Other job requirements:</b></p> <p>Flexible and able to work some evenings and occasional Saturdays / Bank Holidays.</p> <p>A current (clear or Chief Officer clearance as acceptable) Disclosure and Barring Service Check.</p>	<p>I</p>	<p>2</p> <p>3</p>			