
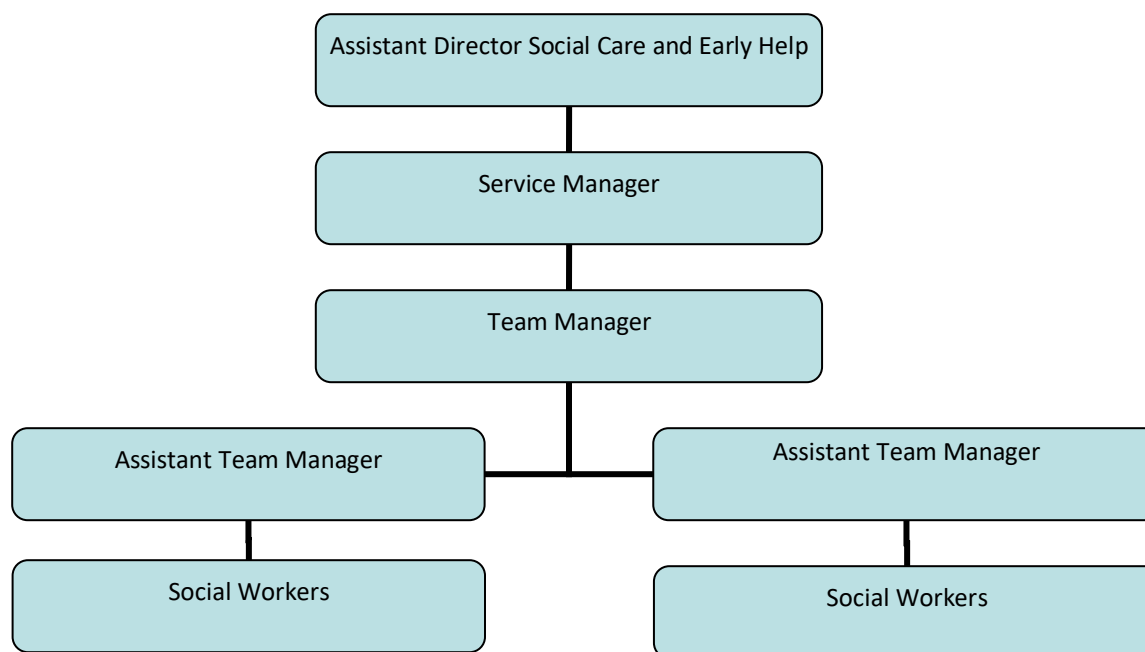


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|---|--|-----------------|---------------|
|  WOKINGHAM BOROUGH COUNCIL | Job Description | | Job Reference |
| | | | Various |
| Job Title | Social Worker | | |
| Service | Children's Services - Social Care and Early Help | Team | Various |
| Location | Shute End / Hybrid | | |
| Reports to | Team Manager (with day to day management by Assistant Team Manager as appropriate) | | |
| Grade: | Type of position: | Hours per Week: | |
| Spinal points: 32-38 | Permanent Full-time | 37 | |
| <p>This job description has been designed to indicate the general nature and level of work performed by employees within this post. It is not designed to contain or be interpreted as an inventory of all duties, responsibilities and outputs required of employees assigned to the role.</p> | | | |
| <p style="text-align: center;"><u>Service Purpose</u></p> | | | |
| <p>Social Care and Early Help</p> <ul style="list-style-type: none"> • Provision of high quality and effective services to children, young people and families. • Provision of effective and high-quality safeguarding services for children and young people at risk of harm. • Delivery of high-quality support and challenge to schools, recognising the council's enduring responsibility to promote the best outcomes possible for its children and students. • Assurance that the council is effective, ambitious and successful as a Corporate Parent to the children and young people in its care. • Development and implementation of effective strategic commissioning for children and adults, working effectively with partners to secure good outcomes. • Delivery of effective and efficient services offering good value for money. • Discharge of the statutory function of the Director of Children's Services, in conjunction with the Lead Member | | | |

General description of the job

As part of a service to manage a caseload of children and their families in a given specialism or client group, providing a direct professional service in response to assessed needs, completing assessments, and producing, implementing, monitoring, reviewing and evaluating care plans.

Organisation Chart



Main Accountabilities of the post

| Main Accountabilities of the post | |
|--|---|
| 1 | <p>Hold key-worker responsibility for a caseload of children and young people who are:</p> <ul style="list-style-type: none">• “In need” or• “Looked after” by the council or• Subject to a child protection plan• Open under the public law outline (as appropriate) <p>Commensurate with the post holder’s level of knowledge, experience and skill to manage complexity, risk and responsibility.</p> |
| 2 | <p>Receive referrals and ensure that appropriate and timely action is taken, in accordance with Wokingham’s child protection procedures.</p> |
| 3 | <p>Carry out thorough assessments, including section 47 enquiries, within set time scales.</p> |
| 4 | <p>Ensure that all information is regularly updated on electronic systems.</p> |
| 5 | <p>Ensure that all work carried out is in accordance with the requirements of the performance management structure and guidelines.</p> |
| 6 | <p>Ensure the family, child and carer are involved where possible in all decision-making and information sharing, working in a person-centred way (including addressing cultural and communication needs) ensuring choices and aspirations are acknowledged and that a professional and respectful response is given to all service users, colleagues and partnership workers at all times.</p> |

| | |
|---|--|
| 7 | Participate in appropriate activities and learning to develop own professional expertise. Develop and improve services, maintaining up to date knowledge of statutory and regulatory requirements and good practice. |
| 8 | At all times, to promote and safeguard the welfare of children who live or access services in, or who are looked after by Wokingham Borough Council. |
| <u>Additional Corporate Responsibilities</u> | |
| 1 | High Support, High Challenge: To ensure that you bring forward your good ideas, to challenge areas where the council can improve, and to contribute to the council's ongoing success. |
| 2 | Health and Safety: Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the council to enable the council to perform or comply with its duties under statutory health and safety provisions. |
| 3 | Equal Opportunities: To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices. |
| 4 | Safeguarding responsibilities At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults. |
| 5 | Special Factors: Willingness and flexibility to undertake a range of roles across children's social work as part of the job rotation system. Flexibility in working hours including some availability to work outside normal office hours. Able to work with degrees of risk, change and conflict, to identify personal stress levels, and to seek advice and support when necessary, within or outside of formal supervision. Ability to undertake lone working in a range of settings including clients' own homes. Ability to travel to a variety of locations. |
| <u>Scope</u> | |
| Resources | Facilities, equipment or systems within overall span of control |
| DBS Check required | Yes |

Council Values

We have a set of values for how we behave together and how we provide our services to our customers. These values help us develop a culture where staff work in a collaborative way and deliver services with high standards of care. Please view these values on our website:

<https://www.wokingham.gov.uk/council-and-meetings/open-data/about-us-our-vision-priorities-and-values/>

| <u>Person</u> | | | |
|---|------------------|------------------|--------------------------------------|
| Qualifications | Essential | Desirable | How criteria will be assessed |
| Recognised and current professional Social Work qualification e.g. DipSW, Social Work degree, etc. and registration with Social Work England (SWE) | E | | Application |
| Full clean UK driving licence with access to a car | E | | Application |
| Technical Skills | Essential | Desirable | |
| Effective IT skills to make optimum use of available communication media to disseminate information and maintain computer based records. | E | | Application |
| Good interpersonal and communication skills, including face-to-face communication and written work. | E | | Application/ Interview/ Exercise |
| Problem solving skills and ability to deal with sensitive issues, manage conflicting views and expectations and cope with unpredictable issues and behaviour. | E | | Application/ Interview |
| Ability to work alone and unsupervised at times, yet also work effectively as part of a team. | E | | Application/ Interview/ References |
| Critical reflection and analysis. | E | | Interview/Exercise |
| Investigation and assessment skills. | E | | Interview/Exercise |
| Knowledge of, and ability to demonstrate the Social Work values and ethics. | E | | Application/ Interview/ Exercise |
| Knowledge | Essential | Desirable | |
| Good working knowledge of the relevant statutory and regulatory framework and of an appropriate range of professional interventions. | E | | Application/ Interview/ References |
| Critical awareness of current issues and new evidenced-based practice research. | | D | Interview/Exercise |
| Experience | Essential | Desirable | |
| Previous experience in a social care, health care or education working environment. | E | | Application |
| Client group experience in a relevant setting. | | D | Application |
| Experience of multi-disciplinary working. | | D | Application/ Interview/ Exercise |

PROGRESSION / APPOINTMENT TO SOCIAL WORKER LEVELS 2, 3 and SENIOR SOCIAL WORKER

This is subject to the provisions of WBC's Social Worker Career Progression Scheme in the context of:

- Annual submission to Social Work England (SWE).
- The College of Social Work's (TCSW's) Professional Capabilities Framework (PCF).