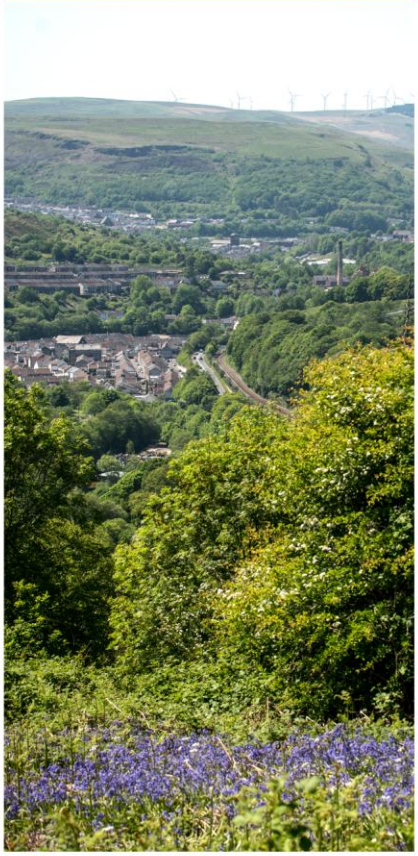
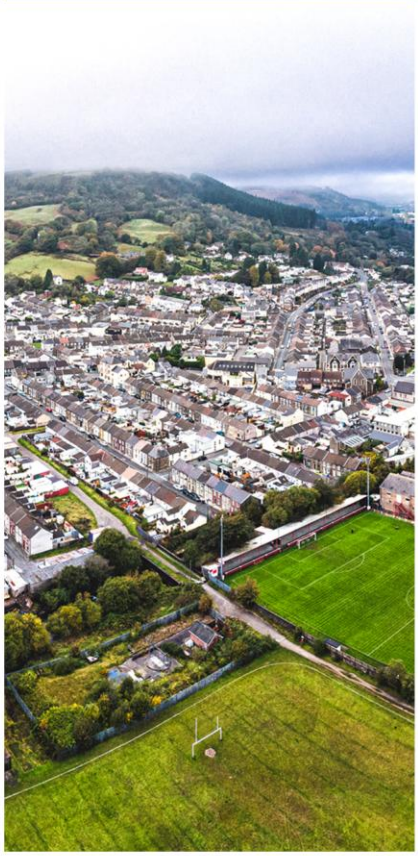
SWYDDI CYNGOR
RHONDDA CYNON TAF
COUNCIL JOBS

RHONDDA CYNON TAF







Pecyn Gwybodaeth i Ymgeiswyr

Candidate Information Pack

Mae'r ddogfen hon ar gael yn Gymraeg / This document is also available in Welsh.

JOB DESCRIPTION

SOCIAL WORKER

To safeguard and promote the wellbeing of vulnerable children/young people and adults through the provision of high quality Social Work practice in assessment, interventions, care planning and review

Post Reference Number: Various

Date of Job Description: May 2021

Salary and Grade	GRADE 11
Location	VARIOUS / AGILE
Group	COMMUNITY & CHILDREN'S SERVICES
Department / Division	CHILDREN'S / ADULTS SERVICES
Team / Section	ALL SOCIAL WORK TEAMS
Responsible to	TEAM PRACTICE AND PERFORMANCE MANAGER
Posts reporting to this post:	NONE
DBS Required	YES ENHANCED

Key Objectives

To participate in effective partnership working and engagement and to work collaboratively with a range of organisations, statutory and voluntary in delivering services to children, young people and adults;

To work in co-production with children, young people, adults, their carers and significant others in undertaking assessments and planning;

To complete written records, reports and assessments to a good standard as required in line with Children's and Adult's Services policies and practices;

To ensure that the views of Children and young people are listened to as part of any process undertaken or:

To recognise that Adults with capacity are able to judge what is in their best interest and what will meet their wellbeing needs.

Where appropriate approach and undertake Mental capacity assessments to fulfil the requirements of the MCA Code of Practice; social workers are also required under this statutory duty to ensure proper and objective assessment when working out best interests on each relevant occasion;

To maintain the highest professional standards in the discharge of this post and to up hold the Social Care Wales Code of Professional Practice; and promote to others within the area of responsibility;

Meet the requirements of the Service Quality Assurance framework and standards;

To take personal responsibility for keeping up to date with legislation, research findings and practice knowledge, including attendance at appropriate training;

Value, recognise and respect the diversity, expertise and experience of individuals, families, carers, groups and communities and in doing so enable them to make informed decisions and express what matters to them;

Appropriately challenge the judgements and decisions of others where there is evidence that the wellbeing outcomes are not being achieved.

Why work for Rhondda Cynon Taf Council?

Rhondda Cynon Taf Council Children's Services is pleased to offer Social Work posts across its service areas.

All our practitioners have the chance to influence the development of our work and are supported by a strong, experienced management team both at strategic and operational levels.

We will look to you to manage a defined caseload while building and maintaining links with partner agencies.

We recognise that social work is professionally and personally challenging and demands considerable levels of skill, commitment, and enthusiasm. We offer a dedicated in house Learning and Development Centre which actively supports practitioners at each level to maintain their skills and Continuous Professional Development.

Those starting a Social Work career will also be supported to attend out First Year in Practice peer support programme which aims to bridge the gap between qualifying and consolidating practice.

RCT Council employees also have access to a wide range of staff benefits which include:

- 26 days Annual Leave, rising to 31 days after 5 years' service
- Cycle to Work Scheme

- Discounted LeisureForLife Membership
- Vivup Card (staff discount)

Purpose of the post:

OVERALL RESPONSIBILITIES GENERIC TO ALL RHONDDA CYNON TAF SOCIAL WORK POSTS

- Undertaking assessments in line with the Social Services and Well-being Act (Wales) 2014 with children, adults and their families/carers, identifying outcomes and where required developing care and support plans, which are monitored and reviewed.

- Risks to children and adults are assessed and balanced in a way that promotes coproduction, independence and choice;

- Strengths within the persons circumstances are identified and promoted;

- Have a responsibility to plan and work within the financial resources which have been secured to deliver social care services within their area of accountability;

- Social inclusion of isolated and vulnerable people is promoted; particularly networking with community and family resources;

- Work in collaboration with other agencies adopting a multi-disciplinary approach where appropriate;

- Ensuring that electronically held records, including case recordings, assessments, care and support plans and reviews are completed and/or updated in accordance with departmental policy and procedures;

SPECIFIC RESPONSIBILITIES

Accessing Social Services

- Engaging in a structured conversation with those making initial enquiry of the service and evaluating any information given;

- Use an outcome focussed and strength based approach;

- Giving information, advice/and or sign- posting to other services;

- Ensure that information about advocacy services is provided.
- Apply thresholds to make a judgement on whether a referral is appropriate;
- Assessing urgency of response required to a referral;
- Assessing initial level of priority of a referral;
- Making initial enquiries, e.g. other agencies, contacts;
- Accurately and fully recording referral information in accordance with departmental procedures;
- Ensuring the timely transfer of referral information in accordance with departmental procedures and time scales ;
- Safeguarding the wellbeing of a child or adults at risk of immediate harm.

Assessment

- Evaluating the nature of possible needs based on referral information and any previous records;
- Undertake assessments in line with current legislation;
- Identify and manage risk;
- Making enquiries, e.g. inter-agency contact;
- Making arrangements for an appointment and/or visit for assessment;
- Engaging in direct work with children, adults and carer/s to carry out a proportionate assessment;
- Working with children, adults and carers, social workers seek to enhance their problem solving capabilities in a way that support maximum independence and choice;
- Considering with children/ young people and adults, individual's and carers, options to best meet the outcomes identified and assist in making informed decisions;
- Seeking to maximise the financial and material resources available to service users from all possible sources;

- Collating the findings of the assessment and completing assessment documentation in accordance with statutory guidance, legislation and departmental procedures and time-scales;

- Preparing court and other specialist reports in the required standard and format;

- Ensuring that case file recording is completed in accordance with departmental procedures and policy;

- Ensuring that electronically held records are completed and/or updated in accordance with departmental policy and procedures;

- Convening and/or attending inter-agency meetings/liaison, e.g. Child or Adult Protection Conferences, CLA Reviews and strategy meetings;

- Negotiating, arranging and confirming resources with service providers to meet outcomes;

Planning and Managing Care & Support

- Plan & manage care and support in line with current legislation;

- Promote the empowerment of children, adults and carer/s through agreeing desired outcomes that promote independence;

- Agreeing a range of solutions to meet the identified outcome with children, adults and carer/s;

- Obtaining appropriate management authorisation prior to the commencement of care and support plans;

- Negotiating, co-ordinating and confirming resources with service providers to meet outcomes;

- Recording and disseminating care and support plan in accordance with statutory requirements, legislation and departmental procedures;

- Completing commissioning/contracting documentation in accordance with departmental policy and timescales;

- Convening and/or attending inter-agency meetings/liaison, e.g. Child or Adult Protection Conferences, CLA Reviews, Best Interest meetings and planning meetings;

- Identifying the risk of abuse, failure to protect, harm to self or others and assess the need for intervention in such situations;

- Participating in statutory processes to promote and protect the well-being of vulnerable children and/or adults including investigation where appropriate;

- To contribute operational knowledge and expertise to the process of service review and development as well as developing local implementation strategies for new legislation, guidance and advice.

Monitoring and Reviewing Provision

- Arranging and co-ordinating review of the care and support plan or care and treatment plan;
- Engaging directly with children/adults/families/carers in the review of the care and support plan or care and treatment plan and agreeing changes where necessary;
- Negotiating and agreeing changes to plan with providers and other agencies involved;
- Completing review documentation in accordance with legislation and departmental policy and timescales;
- Ensuring that children, adults and families are aware of the complaints procedures and advocacy services.

Managing Workload

- Timely administration of all aspects of caseload
- Preparing and engaging in professional supervision with line manager;
- Use supervision to critically reflect upon own practice and performance.
- Establishing and maintaining good working relationships with colleagues;
- Completing appropriate documentation, e.g. agenda/minutes of supervision;

Maintaining and Developing Professional Competence

- As a registered social worker the individual practitioner is required to demonstrate Continuing Professional Development that will meet the requirements of Social Care Wales;
- To promote the sharing of good and consistent practice, and the continuing improvement of services to children, young people, adults and their families;
- Have a responsibility to plan and work within the financial resources which have been secured to deliver social care services within their area of accountability;

- To undertake post qualifying awards and utilise, in practice, the skills acquired including but not limited to mentoring Social Work Students;
- To ensure that services provided are non-discriminatory in respect of race, sex, age, marital status, sexuality, disability, religion or nationality.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).

PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

Knowledge / Education:

Essential	Desirable
Professional Social Work qualification i.e. MA/Degree in Social Work or recognised predecessor equivalent e.g. CQSW, DipSW, CSS. A knowledge of equal opportunities / anti oppressive practice. Knowledge and understanding of the Social Services and Well-being Act (Wales) 2014. Knowledge of the Mental Health (Wales) Measure 2010 Knowledge and understanding of the adult and /or children's safeguarding procedures in Wales. <u>Children's Services posts</u>: A sound understanding of the Law relating to children and families. An understanding of child and adolescent development. <u>Adult Social Work posts:</u> Knowledge and understanding of the Mental Capacity Act and the Mental Health Act. Knowledge and understanding of the United Nations principles for older and disabled peoples. Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills	Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.

Guidance online
www.rctcbc.gov.uk/WelshSkills

Experience:

Essential	Desirable
Children's Social Work posts Experience and/or an interest in working within child care An understanding of the assessment of need and risk An understanding of child protection issues Adult Social Work posts Experience of working with adults with needs for care and support/ care and treatment planning Experience and understanding of the needs of carers Experiencing of managing and balancing risks when working with adults	

How we expect you to behave in work:

Competency Framework	**Community & Social Care Competency Framework**
Competency Areas	
Working with Partners	Actively identifies partners and community networks that can be used for the benefit of the Service User Ensures that everyone has a clear idea of what their roles are and what they are trying to achieve
Working with Team Members	**Contributes to a strong team spirit of shared responsibility and co-operation** Asks for support when needed
Communicating Effectively	Uses style of language that others (e.g. children, young people, community representatives, managers, professionals) can clearly understand **Produces clear, accurate and up-to-date reports and records**

Looking After the Service Users' Best Interests	Listens to the views of the service user, and includes those involved with the service users, to define the best ways forward Sets up / supports care packages that genuinely meet identified needs as much as possible
Working with Change	Makes changes and ideas a reality, and helps to make them work Is able to 'sell' positive aspects of change to others
Achieving Results	**Takes responsibility** Demonstrates professional competence and consistently delivers high-quality outcomes
Encouraging Professional Development	Is open to alternative methods of development, e.g. training, coaching, reading, mentoring, experimental learning Participates in regular reviews and supervisions to identify goals and areas for development

Special Conditions and Professional Requirements

Requirement to travel independently throughout the Service Area.

Enhanced Disclosure and Barring checks on appointment and at periodic intervals.

To be personally responsible for the continued registration as a 'Social Worker' with Social Care Wales.

Application for progression to Experienced Social Worker (GR12) after 3 years post qualifying experience and having satisfied registration requirements is expected.

To work in a family supportive manner which might include working evenings and weekends.