Job Description and Person Specification

POST IDENTIFICATION

Post Title:	Social Worker
Job Evaluation ID:	1212SS
Grade:	9
Directorate:	Education and Social Services
Division:	Childrens Services
Section:	
Location:	Various: Woodfieldside, Ty Gilfach, Ty Pontygwindy, Rhymney
Responsible to:	Team Manager

JOB PURPOSE

To deliver services to children and families in accordance with their assessed needs, and based on the assessment plan which has been agreed to meet those needs, and in accordance with statutory and directorate requirements.

For Fostering Team Social Workers
To recruit, train, assess and support carers to provide for children living away from home.

KEY RESULT AREAS

To provide high quality assessment and/or care management to children and families who have been assessed as requiring ongoing intervention.

To review intervention within statutory timescales ensuring plans for children are achieving the identified outcomes.

Demonstrate professional competence in social work practice.

To contribute to service development initiatives.

Ensure effective multidisciplinary working with partner agencies.

To represent the service at Court and/or Panel meetings.

Manage and be accountable, with supervision and support, for your own social work practice.

For Fostering Team Social Workers

- Assisting the team to reach its recruitment targets and improving the current level of retention of foster carers in line with the Fostering Recruitment and Retention Strategy.

DETAILED TASK PROFILE

To provide high quality assessment and/or care management to children and families who have been assessed as requiring ongoing social services intervention.

- To assess need in accordance with Directorate policies, procedures and relevant assessment frameworks, to include Working Together to Safeguard Children, and other locally and nationally agreed protocols.

- To develop effective, outcome focussed intervention plans in consultation with children and young people themselves, and with their parents or carers, in order to safeguard their welfare, address risk and ensure that these plans are fully implemented and regularly reviewed.

- To maintain accurate case records in accordance with the Directorate policy, keeping such records up-to-date.

To review intervention within statutory timescales ensuring plans for children are achieving the identified outcomes.

- To identify unmet need arising from assessments, and bring these to the attention of managers within Children's Services.

- To assist in the collection of data by ensuring that the required administrative processes are properly completed at the required time.

Demonstrate professional competence in social work practice.

- To attend agreed training to improve knowledge and skills, both for skill enhancement and personal development.

- To attend departmental meetings, and provide written or verbal reports as required.

- To liaise and work jointly with staff of other Directorates and agencies as appropriate.

- To ensure that all work is carried out in line with statutory requirements and the Directorate's policies and procedures.

To represent the Directorate as required in Court and/or Panel meetings.

- To include provision of written reports, statements and the giving of verbal evidence.

To contribute to Service Development initiatives

- To identify unmet need arising from assessments, and bring these to the attention of managers within Children's Services.

- Provide feedback to lead managers on service developments where necessary.

- Assist Children's Services in reaching performance targets.

Ensure effective multidisciplinary working with partner agencies.

- To have a good understanding of local and national agencies and to evidence positive partnership working in delivering outcome focussed plans for children and their families.

Manage and be accountable, with supervision and support, for your own social work practice.

- To engage fully in regular supervision with the Team Manager, in accordance with the Directorate's policy and procedure.

- To undertake other such duties as directed by the line manager, commensurate with the grade and responsibilities of the post.

For Fostering Team Social Workers

Assisting the team to reach its recruitment targets and improving the current level of retention of foster carers in line with the Fostering Recruitment and Retention Strategy.

- Assist with and attend recruitment events as and when required.

- Contributing to ongoing service development of recruitment initiatives in order to meet recruitment targets.

- Complete statutory supervision and support requirements for Foster Carers as set out in the Fostering Service Regulations, including regular home visits, three monthly formal supervision visits, unannounced visits and Foster Carer Reviews.

- Contribute to and promote the established good initiative retention practices as outlined in the Fostering Retention Strategy.

KEY WORKING RELATIONSHIPS

Service Manager, Team Manager, Senior Practitioner, Support Workers, Children, Young People and their families. Education, Health, Police and other external agencies.

VALUES AND BEHAVIOURS

Accountability

1. **Take responsibility for your work** – Own your decisions, tasks and outcomes.
2. **Deliver on your commitments** – Meet deadlines, honour promises, and let your team know early if something might slip.
3. **Be honest about mistakes** – If you make an error, acknowledge it quickly and take action to fix it and learn from it.

Trust

1. **Be honest and transparent** – Communicate openly, tell the truth, and don't hide mistakes or important information.
2. **Act with integrity** – Do the right thing, even when no one is watching, and treat everyone with fairness and respect.
3. **Listen actively and respectfully** – Show that you value others' perspectives by giving your full attention, asking questions, and responding thoughtfully.

Respect

1. **Treat everyone with courtesy** – Act politely, use respectful language, and show kindness in your daily interactions.
2. **Value differences** – Show appreciation for diversity, different ideas and perspectives.
3. **Acknowledge contributions of others** – Give credit where it's due and show appreciation for efforts of others.

Honesty

1. **Communicate clearly and directly** – Be clear, concise and open with your language.
2. **Speak up about concerns or unethical behaviour** – Report issues respectfully and responsibly.
3. **Give honest feedback respectfully** – Share constructive feedback that's truthful, helpful, and aimed at improvement.

Working together

1. **Share information and ideas openly** – Keep colleagues in the loop, collaborate effectively and contribute knowledge that helps the organisation to succeed.
2. **Offer help and support** – Step in when others need a hand and offer your time and skills.
3. **Resolve conflicts constructively** – Address disagreements calmly, listen to all sides, and focus on solutions.
4. **Celebrate team successes** – Acknowledge wins and recognise the contributions of others.

RESPONSIBILITIES FOR STAFF

Post Titles, Numbers and Level of Accountability

No formal line management responsibilities within the role but the post holder would be expected to supervise the work of students and provide guidance and support to junior staff.

RESPONSIBILITIES FOR RESOURCES

Financial; Plant; Buildings or Equipment

Responsibility for the appropriate use of a desktop PC and mobile phone.

Data Systems

Responsibility for updating and maintaining data systems.

WORKING ENVIRONMENT

This post is mainly office based at one of the Social Services Offices based at various locations in the borough. Will also be required to make visits to families and other agencies as and when required. Required to work flexible hours, within and beyond the boundaries of the authority, which may include evenings and weekends.

ADDITIONAL REQUIREMENTS

Politically Restricted:	No
Disclosure and Barring Service Check:	Enhanced
Barred List Check:	Children Adults (as per requirements of the specific post eg16 plus team)
Baseline Pre Employment Medical Assessment:	No
Registration:	Registered as a Social Worker with Social Care Wales

ORGANISATIONAL RESPONSIBILITIES

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Diploma/Degree in Social Work or predecessor. Social Workers qualifying after 1 April 2016 are required to complete the Consolidation of Practice qualification within the first three years of practice.	Awards leading to post qualifying award including Enabling Practice.
KNOWLEDGE	Up to date knowledge of current legislation Research and Practice issues in childcare. Recent research and practice issues. Evidence based practice.	
SKILLS	Excellent communication skills with children, young people, their families/carers and professionals. A high standard of report and case recording skills. Presentation skills. Motivation and encouragement skills. Able to produce reports to deadlines. Able to undertake and complete assessments and reviews. Sound decision making/judgement skills. Effective case and time management. Ability to identify child/children at risk of actual or likelihood of significant harm. Effective IT skills.	Welsh language skills.

	ESSENTIAL	DESIRABLE
EXPERIENCE	Experience of multi-agency working. Experience of working with children and young people their families and carers. Experience of undertaking assessment work. Experience of working as part of a team.	Experience of Child Protection work. Experience of care proceedings.
OTHER	Registered as a Social Worker with Social Care Wales or equivalent regulators in England, Scotland or Northern Ireland. Flexible attitude, coupled with the ability to adapt approach within changing situations. Commitment to Caerphilly County Borough Councils Equal Opportunities Policy and to anti-discriminatory practice. Prepared to work flexible hours, within and beyond the boundaries of the authority, which may include evenings and weekends. Full UK Category B (Cars) driving licence and the use of a motor vehicle insured for business purposes to travel throughout the borough to attend meetings.	

HUMAN RESOURCES AUTHORISATION

HR OFFICER:	DATE:
Carole Brimble	10/10/2018
Janine Harrington	10/10/2018