Job Description

POST IDENTIFICATION

Post Title	Social Worker				
Grade	9	**Job Evaluation ID:**	2119b	**Date Evaluated/Reviewed**	Aug 2022

Service Area	Children's Services				
Service Team	Fostering				
Responsible to	Catherine Hywood				
Areas of Responsibility	Fostering				
Number of staff responsible for	None	**Political Restricted Role** *(refer to special conditions section)*	No	**DBS Required**	Yes
Job Evaluation Proforma (to be completed by a manager only when creating a new job or amending an existing role)					

JOB PURPOSE

To participate in the delivering of a quality fostering service and supervise and support an allocated caseload of foster carers.

KEY RESULT AREAS

1. To perform all the functions of the post in line with current legislation and with current social services policies, standards and procedures as endorsed by the Senior Management Team.
2. To manage an allocated caseload of fostering households and associated administrative tasks in an efficient and effective manner.
3. To engage and empower service users to elicit feedback to inform service development.
4. To complete foster carer reviews in line with the requirements of the fostering regulation and the fostering service.
5. To work in partnership with other professionals e.g., Health and Education to provide appropriate and effective services for foster carers and service users.
6. To provide verbal and quality standard written reports as required and to assist in the assessing and monitoring of the implementation of plans and outcomes for service users.
7. To participate in the review and development of the fostering service.
8. To attend team meetings and to undertake any necessary and appropriate team duties and activities
9. To contribute to departmental projects as directed.
10. To support the professional development of newly qualified social workers and social work students as appropriate.
11. To be an effective role model for other members of staff.
12. To be committed to personal development and attend training as requested including any mandatory training identified for this post.

This job description sets out the main result areas of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications	• Qualified social worker (Diploma in Social Work or equivalent) • To be registered with Social Care Wales • Hold a current and full driving licence.	• Click here to enter text.
Knowledge	• Awareness of current relevant legislation. • Understanding of safeguarding policy and practice	• Understanding of attachment theory, secure base, and child development
Experience	• Effective communication skills, both written and verbal, with colleagues, outside agencies and clients. • Experience of working within relevant legislation. • Effective caseload management. • Experience of using IT and software to complete reports, case recordings and other administrative tasks.	• Click here to enter text.
Aptitude & Skills	• Commitment to own personal and professional development. • Principles of confidentiality	• Click here to enter text.

EXPECTED BEHAVIOURS & VALUES

Encourage and support others as part of a team. Give guidance and advice to others. Grow positive working relationships

Seek, encourage and recognise ideas, initiatives and improvements to deliver better services. Encourage and support others to think differently, to question and to try new ways of doing things.

Consider communication methods and channels, in a straightforward way. Confidently handle challenging conversations. Encourage a culture of feedback.

Consider implications and make decisions / recommendations based on evidence and consultation.

Honestly reflect on my personal style and its impact on others and develop my skills so I can adapt my style as appropriate.

Equal Opportunities

Equal Opportunities	Understand and demonstrate a willingness to promote positively the Strategic Equality Plan of Newport City Council

Welsh Language Requirements

The Authority is committed to delivering an equally high quality service in Welsh and English and will support staff in providing this. All posts have to be assessed in respect of the Welsh Language requirements and will either be Welsh Essential or Welsh Desirable.

Welsh requirements for this post (see Welsh Language Skills Assessment for skill levels)

Welsh Language Skills	Desirable

Welsh Language Requirements					
Listening / Speaking Skills	1	Writing Skills	1	Reading / Understanding Skills	1

Special Conditions	
Disclosure & Barring Service Disclosures	This post will result in you having substantial contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Disclosure and Barring Service Disclosure. Further information about Disclosure and Barring Service Disclosures and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement
Politically Restricted	Not Applicable
Other (including physical demands and working conditions)	Click here to enter text.

Training
Undertake all mandatory training relevant to the role and be responsible for your own Continuing Professional Development.

To find out more about working for Newport City Council, visit www.newport.gov.uk or click here