DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

Job Title:	**Social Worker**
Grade:	**Grades 8 – 9**
Service:	**Children & Families Services**
Responsible to:	**Team Manager**
Job ID Number / Date Issued:	**ID 04267 & 04269**

Job Purpose

To deliver a high quality social work service to children and their families to achieve positive outcomes in line with the Service's visions and priorities.

Social Workers are expected to provide support and enablement to develop resilience and independence, ensuring that children and their families are at the centre of decision making about their lives and the outcomes that they want to achieve without compromising their safety.

The social worker will develop an understanding of the culture, health and social needs of the locality or community to inform practice.

Basic preventative work will be undertaken in order to reduce the need for managed care or accommodation and where necessary the social worker will make and support placement arrangements and future plans for individuals.

Principal Accountabilities and Responsibilities

Job Specific Principle Accountabilities

1. Provide a direct social work service to those children and families who are identified as in need of care and support in accordance with statute, national and regional policies and guidelines, incorporating an outcome focussed approach, identifying appropriate service responses at different levels to achieve this.
2. Work in partnership and develop effective relationships with colleagues in other Social Service sections, private and voluntary sector, Health and Emergency services to deliver an integrated response to meeting need.
3. Build effective relationships and work in partnership with children and their families/carers to identify and meet needs and ensure that the rights of the individual are safeguarded.
4. Ensure that the statutory timescales for assessment and review are met.
5. Use Collaborative skills approaches, to support the effective participation of citizens in the assessment, care planning and review processes, ensuring they are at the centre of the decision making.
6. Respond to safeguarding concerns in accordance with the Wales Safeguarding Procedures 2019.
7. Carry out safeguarding investigations and complete risk assessments.
8. Contribute to the preparation and presentation of reports and plans at Strategy meetings, reviews and Child Protection Case Conferences.

9. Work in partnership with other Social Service areas, developing knowledge and awareness of what is available to ensure access to a range of early and preventative interventions which are community based.
10. Maintain professional accountability for the allocation of resources in accordance with service criteria, legislation, financial and other regulations of the council.
11. Ensure an early and effective response to concerns or complaints.
12. Support children and their families / carers to actively participate in the development of the service.
13. Prepare appropriately for and contribute effectively to meetings.
14. Chair meetings where required, quality assuring the record/minutes of these meetings. This applies particularly to Care and Support Plan review meetings, MASM's and Child Protection Core Group Meetings.
15. Prepare written reports for a range of purposes, ensuring they are accurate, coherent, complete and up to date, containing detailed analysis when required.
16. Attend team meetings and contribute to the development of the service
17. Maintain a specific caseload of varied complexity.
18. Use research, theory, evidence based practice and other problem solving methodology in achieving good outcomes for children and their families and carers.
19. Maintain good recording practices, ensuring records are accurate, coherent, up to date and completed in a timely manner.
20. Ensure that time specific tasks are completed within timescale, and act upon telephone, electronic and written communication received in a timely manner.
21. Immediately bring to the attention of the Team Manager, and in their absence or as appropriate a Senior Practitioner, any matters of concern or special interest and seek guidance and support with complex decision making.
22. Promote anti-discriminatory practices and act in a non-oppressive way towards service users, carers and colleagues.
23. Provide a positive role model in relation to conduct within the workplace including good workload and time management.
24. Exercise responsibility under the Health and Safety at Work Act and respond promptly and robustly in relation to these regulations.
25. Practice in an anti-discriminatory manner in all aspects of the role.
26. Be familiar with and promote the principals of the Social Services and Wellbeing Act 2014 in relation to voice and control, prevention and early intervention, well-being, co-production and multi-agency working.

Professional Development

1. You must maintain your professional registration and comply with post-registration training and learning, continue in professional education and learning, and fitness to practise requirements.
2. Prepare for and participate in professional supervision, peer/group supervision and performance development reviews to support personal development and adherence to professional standards.
3. Attend training and seminars designed to develop the personal and professional expertise of the post and disseminate knowledge and learning to colleagues across the service as appropriate.

Corporate Duties & Responsibilities

1. Compliance with the Authority's Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered.
2. To participate actively in supporting the Authority's principles and practices of equality of opportunity as laid down within the Equalities Policy.
3. To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole.
4. Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes.
5. As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service.
6. To be responsible for establishing good working relationships both internally and externally.
7. Denbighshire is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales.

Resources/Equipment/Material

N/A

Supervision/Management of People

Develop skills to be able to delegate casework and support work effectively and appropriately, providing advice and guidance in a clear and holistic manner to facilitate change and maximise potential.

Knowledge, Skills, Training and Experience

- Qualification in Social Work i.e. Degree in Social Work or recognised predecessor equivalent such as DipSW.
- Be registered with Social Care Wales as a 'Social Worker' and re-register at three yearly intervals.
- At the end of Year 2 having completed 1st year in practice requirements, be able to demonstrate an initial consolidation of Social Work practice.
- An approved Continued Professional Education and Learning (CPEL Consolidation Programme should commence on completion of the First Year in Practice and be completed by the time the person is 3 years post qualified.

Special Working Conditions

When working alone (providing face to face service at various locations around Denbighshire or in clients' own homes) the post-holder must be aware of the need to work within the parameters of the Lone Working Policy and be aware of their own health and safety.

There will be a requirement to work within assigned localities, and the ability to travel is essential for the role.

There will be the expectation that you will respond to service needs outside of your locality as and when required by the management team.

The post-holder will work on the Duty System Rotas – as set out by the relevant Manager.

Employment Checks/ Specific Requirements

A DBS Check is required for this role due to one to one contact with service users and carers

All new starters are required to undergo our standard safer recruitment checks; DBS clearance, 2 satisfactory references covering 3 years' employment, evidence of essential qualifications, evidence of Right to Work in the UK, evidence of registration with Social Care Wales.

Denbighshire County Council recognises its obligations to safeguard children together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all Denbighshire employees are required to work in accordance with the Council's Child Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the Council can take prompt action when exploitation is identified.

Vision/Context

Children and Families Service Vision

'Vulnerable children are safeguarded, live within permanent, stable, secure and loving families which provide opportunities for success to enable them to grow and develop into healthy, well rounded adults'

The link between the early intervention and statutory services is important to enable children and families to benefit from the most effective service to meet their needs, moving seamlessly through the service as their needs increase and decrease.

Social Work teams have firmly established a model of Practice Groups/Teams which are led by a Team Manager with a smaller number of Senior Practitioners/Social Workers/Social Care Practitioners.

Denbighshire continues to improve and focus on intelligence led services, including the development of an improved delivery of service to children with additional needs, management development and practice leader development programmes. We would no longer characterise our work in terms of caseload management but rather one of quality assessment and intervention with recognised outcomes.

The post holder, will be expected to provide advice for cases in the field they specialise in and will provide support and guidance to the Social Care Practitioners in undertaking less complex cases. Taking the lead on good practice, they will attain high professional standards in relation to their work.

Social Worker – Career Pathway

These roles are part of a Career Path, meaning we are able to consider applicants who perhaps do not meet all the criteria of an experienced Senior Social Worker.

Applicants meeting all the criteria set out in the highest graded role will be given priority consideration for interview. However, we also welcome applications from those meeting the criteria in the lower grade. The successful candidates will be supported to progress through the grades until they are suitably qualified and experienced, and will be paid according to the criteria they meet

	Grade 8	**Grade 9**
	Social Worker **ID 04267**	**Senior Social Worker** **ID 04269**
Qualifications	Qualification in Social Work i.e. Degree or Social Work predecessor e.g. DipSW Registration with Social Care Wales as a 'social worker' Demonstration of an initial consolidation of Social Work practice in line with the CPEL framework (at the end of the first year in practice). For Social Workers qualified from 2012: Attainment of the CPEL Consolidation in Social work programme Completion of approved CPEL Consolidation programme within 3 years post qualification. Based on demand, availability, service needs and SCW criteria	Qualification in Social Work i.e. Degree or Social Work predecessor e.g. DipSW Registration with Social Care Wales as a 'social worker' For Social Workers qualified from 2012: Attainment of the CPEL Consolidation in Social work programme
Relevant Experience	Demonstrate a knowledge of and ability to work to the national occupational standards for Social Work and the Care Council for Wales Code of Practice for Social Care Workers. Experience of working in a multi-disciplinary multi-agency	Able to demonstrate working to national occupational standard for Social Work and the Care Council for Wales Code of Practice for Social Care Workers. Experience of working in a multi-disciplinary multi-agency setting and developing effective relationships.

	setting and developing effective relationships.	Experience and evidence of working with complex cases and using Safeguarding procedures.
Knowledge and Skills	Sound understanding and knowledge of relevant legislation, Government initiatives and their implications especially the Social Services and Wellbeing (Wales) Act 2014. Knowledge and demonstration of the values of social work Good written communication and recording skills Efficient administrative skills and familiarity with Information Technology and Information Systems. The ability to actively reflect and evaluate own practice and implement changes. The ability to work within agreed boundaries. Using meaningful conversations and observation skills to work with individuals to identify needs and desired outcomes. Evidence of commitment to continued professional development. Evidence that professional principles, codes and values of Social work are underpinning work in relation to anti discriminatory and inclusive practice, and team professional development is enhanced by contributing to this process.	Detailed knowledge of relevant legislation, Government initiatives and the implications especially the Social Services and Wellbeing (Wales) Act 2014. Knowledge and demonstration of the values of social work Excellent written communication and recording skills Efficient administrative skills and familiarity with Information Technology and Information Systems. The ability to actively reflect and evaluate own practice, and the practice of others and implement changes The ability to work within agreed boundaries. Using meaningful conversations and observation skills to work with individuals to identify needs and desired outcomes. Evidence of commitment to continued professional development. Evidence that professional principles, codes and values of Social work are underpinning work in relation to anti discriminatory and inclusive practice, and team professional development is enhanced by contributing to this process.

	Practice and performance standards are consistently applied and achieved. Experience of assessing the complex needs of individuals and their carers in a person centred outcome focussed way and packages of care negotiated, monitored and reviewed. Ability to ensure risks to individuals and others are assessed and balanced in a way that promotes empowerment, self determination, independence and choice for service users and their carers is essential. The ability to explore and apply creative solutions to achieving outcomes Develop skills needed to supervise and assess student social workers throughout their practice learning opportunities.	Practice and performance standards are consistently applied and achieved. Experience of assessing the complex needs of individuals and their carers in a person centred outcome focussed way and packages of care negotiated, monitored and reviewed. Ability to ensure risks to individuals and others are assessed and balanced in a way that promotes empowerment, self determination, independence and choice for service users and their carers is essential. The ability to explore and apply creative solutions to achieving outcomes To have research skills which can be utilised in service development
Personal Qualities	Ability to comprehend and work within Organisational policies to meet the differing needs of service users and staff. Effective team player, providing support on a practical and emotional level when necessary. Enthusiasm, self-motivation and ability to influence. The ability to evaluate own practice and implement changes.	Ability to comprehend and work within Organisational policies to meet the differing needs of service users and staff. Effective team player, providing support and mentorship to peers on a practical and emotional level when necessary. Enthusiasm, self-motivation and ability to influence. The ability to evaluate own and others' practice and implement changes.

	Good verbal and non-verbal communication skills and a facilitative style to ensure understanding and progress for service users, support staff. Ability to work in a pressurised environment. Demonstrate responsibility for good Professional conduct, practice and learning and promote such behaviors in others. Ability to adapt positively to changing working environment and practices and to support others through change. Willingness to embrace integrated practice by supporting the changing structures and processes to achieve multi-disciplinary working.	Excellent verbal and non-verbal communication skills and a facilitative style to ensure understanding and progress for service users, support staff and less experienced colleagues. Resilience in a pressurised environment. The ability to support others working in stressful situations. Role model excellent professional practice conduct and learning The ability to influence and adapt positively to change within the working environment and practices and to support others through that change. Willingness to ensure integrated practice by supporting the changing structures and processes to achieve multi-disciplinary working. Ability to effectively Chair multidisciplinary meetings Ability to work collaboratively with service users, cares and other professionals
Any Other Requirements / Information	To demonstrate awareness of the Welsh Language and culture within the working environment Good time management and organisational skills Has a flexible and positive approach to duties, working patterns, locations and hours making full use of modern technology and flexible working systems.	To demonstrate awareness of the Welsh Language and culture within the working environment. Excellent time management and organisational skills. Has a flexible and positive approach to duties, working patterns, locations and hours making full use of modern technology and flexible working systems and encourages the same in others

	The ability to travel is a requirement of the post	The ability to travel is a requirement of the post

Evidence Sources: Performance appraisals, one-to-one's, probationary period, feedback from customers and/or colleagues, case audits.
Performance: Employee sickness or disciplinary sanctions may have an adverse effect on progression through the Career Pathway, resulting in the employee spending longer within each band above.
Progression: In order to progress through the Career Pathway employees will need to ensure that they meet the required qualification standards and produce evidence as per the above. Once an employee has demonstrated they meet the criteria of the next grade, they will then move into this grade. Employees cannot progress to the next Grade until they meet the criteria for that Grade. It is expected that employees will progress through the Career Pathway within 3 years, and be expected to access all available support to enhance their learning experience and maximise their potential. There is some discretion and flexibility here but a reasonable timeframe is still expected. In Education and Children's Services progression to Grade 9 will be achieved via a submission of a record of reflective practice, supporting statement from Line Manager and a competency based assessment interview. This will be conducted by a panel consisting of the Head of Service, relevant Service Manager and a representative of the Workforce Development Team. Appointments can be made within the Career Pathways structure in line with above requirements.