**City of Wolverhampton Council**

**Job Description**

Post Title: **Social Worker**

Directorate: Children’s Services

Service Group: Strengthening Families

Team: MASH24

Responsible to: Team Manager

Salary Grade: Grade 7

Location: MASH - Children and Young People or any other suitable location within the City of Wolverhampton

Workstyle: Field

This post is subject to a satisfactory Disclosure and Barring Service (DBS) check.

**Special Conditions**

Working within a 6-week rolling rota, day and night and providing a on call

Subject to the requirements of the service, and following appropriate local consultation processes, the **working week** of individual employees **may be arranged over a 7-day period, including weekends**, providing that the employees’ average core hours over a pre-determined reference period does not exceed 37 hours.

The standard working week shall remain at 37 hours where hours worked are not in excess of 37 hours.

**Job Purpose and Role**

* Work within MASH environment providing a high quality and effective social work service to respond to the needs of children and their families in a timely manner and within statutory guidelines.
* Working a rolling shift rota including evening and on call.
* To response to emergency out of hours for adult and children services, assess and plan and deliver focused intervention to safeguard children and adults and promote positive outcomes.
* To work collaboratively with colleagues across the city of Wolverhampton in order to promote the best outcomes for children, families and adults.

**Principal Duties and Responsibilities**

* Work within a busy MASH team day and evenings on a rolling rota.
* Acting as a point of contact for agencies to discuss referral and offer signposting.
* Cover an on-call rota during the night on a rota basis.
* To work closely with partner agencies within MASH, contacting parents to provide a clear, accurate and holistic information of a child and his/her family’s needs in line with statutory guidance.
* Whilst this role is not a case holder roll, there is an expectation to undertake Child Protection investigations whilst working evening and on call. To work within Statutory guidance and policies and procedures.
* To response to adult inquiries and emergencies out of hours, to have knowledge of legislation, policy and support available.
* To understand the context of child development, parenting capacity and family and environmental factors in which to establish the needs of an individual child.
* To assess and balance risk and protective factors within a child/adult protection framework.
* Ensure the voice of the child/young person is present within the referral
* To provide written and verbal reports which are concise, informative and based on analysis of complex evidence.
* To use research findings and statutory guidance to inform social work practice.
* To respond in a timely manner to all contacts from children and their families.
* To deal promptly and sensitively to complaints from service users within the framework of the Council’s Complaints Procedure.
* To maintain an up to date working knowledge of legislation, statutory frameworks and codes of practice relevant to the department in order to ensure that statutory responsibilities are undertaken for children. These duties to include visiting children, arranging reviews, reporting to the court, delivering within timescales and meeting any other national and local performance targets.
* To ensure that case files are well organised, up to date and provide concise and accurate information about a child’s circumstances and plans.
* To comply with statutory guidelines for joint working, including the DfEs *Working Together*, the Children Act 2004 and the Wolverhampton Child Protection Procedures.

**Integrated Working**

* To work collaboratively with colleagues from multi-agency’s within MASH to build positive relationships to ensure best outcomes for children and families.
* To build positive relationships with all agencies within Wolverhampton, to share ideas, offer advice re threshold tool. Where required visit organisations to assist and support with the referral process and triaging within MASH.

**Other Duties**

* To act in accordance with the Council's Constitution and other Codes of Conduct.
* To participate in staff development, appraisal and training as appropriate, including continuous professional development.
* To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
* To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
* To participate in the wider development of the service and contribute to service improvement as required.
* Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council’s key strategies; as appropriate and training provided.
* Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council’s objectives; as appropriate and training provided.
* City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

Effective date:

Signature of post holder:

**City of Wolverhampton Council**

**Personnel Specification**

**Job Title:****Social Worker**

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| **Criteria** | **Essential** | **Desirable** |
|  | ***These are the necessary requirements to carry out the job successfully.*** | ***These are the additional requirements which are relevant, but not essential, to the work involved in the job.*** |
| **Experience** | Experience of working directly with children, young people and their families from including those from culturally diverse communities  Experience of working in the Statutory, Voluntary or the Independent sector practising social work | * Experience of working with in a MASH setting * Experience of working with adults and children * Experience of working out of hours * Awareness of shift work |
| **Skills** | Ability to undertake high quality assessments and provide clear analysis, with prescribed timescales  Skills in assessing the needs of children and young people, understanding threshold and service provision.  Ability to undertake a S47 child protection investigation  Response and assess adult safeguarding and support adults out of hours.  Ability to analyse risk in child protection and to plan appropriate interventions  Skills in understanding and working with a variety of family relationships  Verbal and written communication skills, to include an ability to provide written reports for conferences, reviews and Court proceedings and present information in these areas  Ability to manage and prioritise a workload, to make use of supervision and work as a member of a team, working jointly as appropriate  Ability to work with colleagues from different statutory and independent organisations | * Ability to work in a pressured environment and adapt to the needs of the service * Have a sound understanding of the threshold tool and ability to apply this * Ability to escalate matters to senior workers * Can build positive relationships with families to ascertain vital information in a timely way. |
| **Knowledge** | A knowledge and understanding of the developmental needs of children and young people within the context of their family and other social relationships  Knowledge of, and the ability to apply in practice, the principles of child care legislation relating to child protection, children and young people in care and the provision of services to children in need  Knowledge of, and skills in, social work methods to promote positive change in accordance with assessed need. To include methods of working directly with children and young people at times of change and loss  Knowledge of adult legislation and working practice. | * Advanced knowledge of child care law across the wider professions * Experience of working with adults * Knowledge of services within Wolverhampton * Knowledge of MASH and process |
| **Qualifications and/or**  **Training** | Social Work England Registration (formally HCPC) recognised social work qualification  Social Work England registration  To have successfully completed the Assessed Year of Employment or an equivalent post qualifying pathway  Evidence of continued professional development in line with the Professional Capabilities Framework  A positive enhanced DBS disclosure | Post qualifying qualification in social work |
| **Personal Qualities** | Ability to thrive in a complex environment and demonstrate resilience  Ability to work flexibly to meet the service and service user needs  Experience of consulting children and families in respect of care plans, service plans and other matters  Positive attitude to joint working with different agencies and partner organisations  Ability to work in anti-discriminatory way with all service users  An understanding of why Customer care is important in employment and service delivery  Ability to working within a team  Commitment to working shifts |  |
| **Commitment** | Committed to the principles of the New Operating Model across Children, Young People and Families in Wolverhampton  Commitment to the achievement of positive outcomes in work with children and their families/carers  Evidence of commitment to valuing diversity and anti-discriminatory practice  Commitment to meeting essential deadlines and completion of essential tasks |  |