

City of Wolverhampton Council

Job Description

Post Title:	Social Worker
Directorate:	Children's Services
Service Group:	Children, Young People and Families
Division/Team:	Children's Social Care
Responsible to:	Team Manager
Salary Grade:	Grade 7
Workstyle:	Field
Location:	Children and Family Support Centre/Children and Young People in Care Service or any other suitable location within the City of Wolverhampton

The standard working week is 37 hours. Subject to the requirements of the service, the **working week** of individual employees **may be arranged over a 7 day period, including weekends**

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

Job Purpose and Role

- To provide 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.
- To assess need, plan and deliver focused intervention to safeguard children and promote positive outcomes.
- To undertake varied and complex casework, across early intervention and statutory levels.
- To work collaboratively with colleagues within the Social Work Unit, Children and Family Support Centre and partner agencies in order to promote the best outcomes for children and families.

Principal Duties and Responsibilities

Casework

- To provide a clear, accurate and holistic assessment of a child and his/her family's needs in line with statutory guidance.

- 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 protection framework.
- To provide written and verbal reports which are concise, informative and based on analysis of complex evidence.
- To provide focused and purposeful social work interventions with explicit aims and objectives about desired outcomes within the context of managing risk to children.
- To participate in the duty rota across Children and Family Support Areas/Social Work Units.
- To use research findings and statutory guidance to inform social work practice.
- To develop and manage Child in Need Plans, Child Protection Plans and Children and Young People in Care Plans for all children who require them in line with Statutory guidance and policies and procedures.
- To assess and utilise cash limited budgets in order to commission services and assistance from other sources.
- To build a professional relationship with children and their families and to use that relationship to safeguard children and promote positive outcomes.
- 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 provide guidance and direction to family support workers and administrative officer regarding case work.
- 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 within the Social Work Unit and Children and Family Support Centre to provide early intervention and promotion of effective parenting.
- To develop effective working relationships with partner agencies at all times, where appropriate taking on the role of link worker for specific agencies.
- To assist colleagues in carrying out statutory requirements and other work as required.
- To offer support, guidance and consultation to Children and Family Support Centre colleagues and partner agencies both in relation to statutory work and early intervention assessments.
- To work closely with Children and Family Support Centre colleagues in both casework and other activities, including delivery of group work with higher tier cases.

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."

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Person Specification

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Criteria	Essential	Desirable
	<i>These are the necessary requirements to carry out the job successfully.</i>	<i>These are the additional requirements which are relevant, but not essential, to the work involved in the job.</i>
Experience	Experience of working directly with children, young people and their families from including those from culturally diverse communities	Experience of specific area of work, relating to location of Social Work Unit

	Experience of working in the Statutory, Voluntary or the Independent sector practising social work	
Skills	<p>Ability to undertake high quality assessments and provide clear analysis, with prescribed timescales</p> <p>Skills in assessing the needs of children and young people, in the formulating of care plans and provision of intervention</p> <p>Ability to analyse risk in child protection and to plan appropriate interventions</p> <p>Skills in understanding and working with a variety of family relationships</p> <p>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</p> <p>Ability to manage and prioritise a workload, to make use of supervision and work as a member of a team, working jointly as appropriate</p>	

	Ability to work with colleagues within the Children and Family Support Centres and from other statutory and independent organisations	
Knowledge	<p>A knowledge and understanding of the developmental needs of children and young people within the context of their family and other social relationships</p> <p>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</p> <p>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</p>	Advanced knowledge of child care law across the wider professions
Qualifications and/or Training	<p>Social Work England Registration (formally HCPC) recognised social work qualification</p> <p>Social Work England registration</p>	Post qualifying qualification in social work

	<p>To have successfully completed the Assessed Year of Employment or an equivalent post qualifying pathway</p> <p>Evidence of continued professional development in line with the Professional Capabilities Framework</p> <p>A positive enhanced DBS disclosure</p>	
Personal Qualities	<p>Ability to thrive in a complex environment and demonstrate resilience</p> <p>Ability to work flexibly to meet the service and service user needs</p> <p>Experience of consulting children and families in respect of care plans, service plans and other matters</p> <p>Positive attitude to joint working with different agencies and partner organisations</p> <p>Ability to work in anti-discriminatory way with all service users</p> <p>An understanding of why Customer care is important in employment and service delivery</p>	

Commitment	<p>Committed to the principles of the New Operating Model across Children, Young People and Families in Wolverhampton</p> <p>Commitment to the achievement of positive outcomes in work with children and their families/carers</p> <p>Evidence of commitment to valuing diversity and anti-discriminatory practice</p> <p>Commitment to meeting essential deadlines and completion of essential tasks</p>	