DARLINGTON BOROUGH COUNCIL

CHILDRENS AND ADULTS SERVICES

JOB DESCRIPTION

POST TITLE :	Social Worker
BAND :	Band 9 (including ASYE) Band 10 Subject to progression scheme in operation within the Council
JOB EVALUATION NO.	Band 9 – E3330 Band 10 – E3331
REPORTING RELATIONSHIP	Team Manager
JOB PURPOSE :	To carry out statutory duties and responsibilities to safeguard and achieve good outcomes for children and young people in Darlington in line with a Strengthening Families approach
POST NO.	POS001059
PDR COMPETENCY FRAMEWORK	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

Post holders working to this job description may undertake many of the following main duties and responsibilities, (but not necessarily all of them).

1. Safeguard and promote the health and well-being of children and young people and support their families and carers by working with cases appropriate to their experience, skills and knowledge;

2. With supervision and support, manage and be professionally accountable for your own practice to children, young people, families, carers, groups, individuals and partner agencies;

3. Assess needs thoroughly and to a good standard, analysing risk and developing integrated multi-agency safeguarding plans in line with Working Together 2015;

4. Professionally manage risk to children, young people, families, carers, self and others;

5. Involve children (age appropriate in a child-centred way), young people, families, carers, groups and partner agencies in all meetings, which may affect them and listen actively to what they have to say. Signposting for advocacy support if needed or wanted;

6. Ensure all options are explored before deciding on a plan, involving children (age appropriate in a child-centred way), young people, families, carers, groups and partner agencies in decision making;

7. Give children (age appropriate in a child-centred way), young people, families, carers, groups and partner agencies sufficient time to work with the plan properly;

8. Plan, carry out review and evaluate the impact of multi-disciplinary plans;

9. Continually re-assess cases in relation to risk and refer to the Team Manager for direction;

10. Respect confidentiality and explain when there is a need to share information with others;

11. Recognise the expertise of individuals, children, families, carers, groups, individuals and partner agencies about their own circumstances, position and have regard for their wishes and feelings;

12. Maintain professional standards of contact with children, young people, parents/carers, families, other professionals and voluntary agencies;

13. Work with individuals, young people, families, carers to develop and/or maintain independence, including involving individuals, children (age appropriate in a child-centres way), young people, families, carers, groups and partner agencies to support groups and networks and support them in extending their environment

14. Produce court reports of a good standard and within deadlines set by courts;

15. Represent the Council at Court as required by the Team Manager and instruct Counsel and Council solicitors as appropriate. Give evidence as required in both public and private proceedings.

16. Explain role and purpose of involvement, the powers available to you, including legal powers, in a way that can be understood by all involved. Give information to children, young people, families, carers, groups, individuals and partner agencies about their rights and entitlements e.g. legal representation.

17. Keep children (age appropriate in a child centred way), young people, families, carers, groups, individuals and partner agencies updated about what steps you are going to take.

18. Inform children, young people, families, carers, groups and partner agencies about what is available, beyond their own resources or the brief of their organisations. Signpost or refer individuals to groups and partner agencies to access available Universal or Targeted Services and/or Benefits;

19. Build honest relationships based on clear communication and make sure all involved understand what will happen with the information children, young people, families, carers, groups and partner agencies give to a social worker.

20. At Band 10, it is expected that you will take part in joint working with less experienced staff to support them in their case work including coaching and mentoring and challenging poor practice.

General:

21. Develop relationships with colleagues in own and other departments and external agencies in order to gather information relevant to assessment and support planning activities and ensure effective partnership working takes place promoting positive outcomes for individuals.

22. Maintain and update case notes and other records, write reports as required; if required, give evidence in court in relation to care proceedings.

23. Participate in programmes of training and associated work experience for social work progression.

24. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.

25. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.

26. Carry out your role in line with the Council's Equality agenda.

27. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.

28. Any other duties of a similar nature related to this post that may be required from time-to-time.

29. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

30. You are required to safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.

31. This post has a high level of contact with, and responsibility for, children.

32. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

33. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: September 2019

DARLINGTON BOROUGH COUNCIL

PERSON SPECIFICATION

CHILDRENS AND ADULTS SERVICES

SOCIAL WORKER

POST NO. POS001059

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Professional Social Work Qualification (e.g. Degree, DipSW, CQSQ or CSS as relevant)	**E**	
2	[Band 10 only] Successful completion of Assessed and Supported Year in Employment (ASYE)(if applicable) and evidence of CPD in core areas of practice which reflect the needs of clients	**E**	
	Experience & Knowledge		
3	Experience of working with children, young people, families carers and communities [Band 10 requires approx. 6-12 months relevant post ASYE experience in Children's Statutory Services, including Child Protection work]	**E**	
4	Experience of interpreting legislation, policy or procedures to give recommendations and advice	**E**	
5	Knowledge and experience of undertaking assessments, support planning and purchasing, monitoring and review, report writing and court work	**E**	
6	Knowledge of the relevant current legislation such as Children Act 1989 and current child care legislation including Working Together 2015 – [Band 10 requires working knowledge of legislation]	**E**	
7	Experience of attendance at Case Conferences, Reviews, Core Groups, Planning Meetings	**E**	
8	Awareness of the single assessment process	**E**	
	Skills		
9	To be IT literate, capable of using MS Work/ Excel and Office packages and use case management systems with confidence	**E**	
10	Ability to be responsible for an allocated case load, including assessment and management of risks	**E**	
11	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports and presentations)	**E**	
12	Ability to form effective working relationships with users of the service, help to clarify and express their needs and contribute to service planning	**E**	
13	Ability to use different interviewing techniques	**E**	
14	[Band 10 only] Ability to monitor the understanding of others, develop approach and take corrective action if required	**E**	

15	Ability to analyse and interpret information gathered during the assessment process	**E**	
16	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet strict deadlines	**E**	
17	[Band 10 only] Ability to regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others	**E**	
18	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager	**E**	
	Personal Attributes		
19	Demonstrate ability to work effectively in increasingly more complex situations	**E**	
20	Ability to work closely with others and carry out effective joint assessments	**E**	
21	Ability to use the opportunities at formal supervision effectively and work effectively as a team member	**E**	
22	Ability to access reliable transport to carry out the travel requirements of the post	**E**	
23	Flexible and responsive approach to working environment and arrangements and the ability to work outside of normal office hours	**E**	
	Special Requirements		
24	Enhanced DBS check required and 3 yearly re-checking process will be undertaken	**E**	
25	Suitability to work with children	**E**	
26	Registered with Social Work England	**E**	
27	Interest in working with children to promote their development and educational needs.	**E**	
28	Ability to form and maintain appropriate relationships and personal boundaries with children.	**E**	
29	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	**E**	
30	The ability to communicate at ease with customers and provide advice in accurate spoken English	**E**	
31	Capable of independent travel to carry out the requirements of the post	**E**	