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| [Stockton-on-Tees Borough Council](https://www.stockton.gov.uk/) | | | | JOB DESCRIPTION | | |
| **Directorate:**  **Children’s Services** | | | | Service Area:  Emergency Duty Team | | |
| **JOB TITLE: Casual Social Worker** | | | | | | |
| **GRADE: K casual rate** | | | | | | |
| **REPORTING TO: Team Manager** | | | | | | |
| **1.** | **JOB SUMMARY:**  To supplement the Emergency Duty Team rota particularly at high demand times to provide a comprehensive out of hours Social Work service to the residents of the Tees Valley area including Darlington. | | | | | |
| **2.** | **MAIN RESPONSIBILITIES AND REQUIREMENTS** | | | | | |
|  | 1. | To be committed to safeguarding the residents of the five Stake Holder Local Authorities of Stockton-on-Tees, Middlesbrough, Hartlepool, Darlington, Redcar and Cleveland ensuring that all safeguarding procedures are adhered to. | | | | |
|  | 2. | To undertake shifts at high demand times for the service to include weekends, bank holidays and to cover staff shortages due to annual leave, sickness and training. | | | | |
|  | 3. | To participate in risk assessments and risk management strategies, and to refer to other agencies where appropriate. | | | | |
|  | 4. | To undertake statutory duties as required which may include attendance at out of hours court, attendance at mental health assessments or Child Protection telephone strategies. | | | | |
|  | 5. | To undertake comprehensive assessments of need in conjunction with appropriate staff from other teams and/or agencies in accordance with agreed policies, procedures, and guidelines. | | | | |
|  | 6 | To formulate and design appropriate short-term care packages to meet identified needs in line with agreed policies and budgetary provision. | | | | |
|  | 7 | To complete accurate and detailed recording of the work undertaken before the end of the shift. | | | | |
|  | 8 | To identify suitable providers and to arrange the delivery of appropriate care packages. To identify and feedback to the Team Manager any service provision deficiencies. | | | | |
|  | 9 | To provide appropriate social work to individuals and families as required including home visits. | | | | |
|  | 10 | To ensure that individual professional standards are maintained, including full compliance with policy and procedural guidelines and accepting primary responsibility for the level and quality of casework recording. | | | | |
|  | 11 | To work effectively within an integrated Team environment in which services from Health, Education, Police and Social Care work closely together, ensuring good communication and handover of information to day services. | | | | |
|  | 12 | To work closely with the Voluntary and independent sector. | | | | |
| **3.** | **GENERAL** | | | | | |
| **Job Evaluation -** This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council. | | | | | | |
| **Other Duties -** The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder. | | | | | | |
| **Workforce Culture and supporting behaviours and Code of Conduct –** The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.  **Shaping a Brighter Future –** The post holder will embrace the Council’s “Shaping a Brighter Future” programme.  **Personal Development** –As defined by the Council’s Culture Statement, all employees will take responsibility for their own development  **Customer Services –** The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.  **Policies and Procedures –** The post holder is required to adhere to all Council Policies and Procedures. | | | | | | |
| **Health and Safety –** The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.  **Safeguarding –** All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. | | | | | | |
|  | | | Name: | | Signature: | Date |
| Job Description written by: (Manager) | | |  | |  |  |
| Job Description agreed by: (Post holder) | | | ….................………… | | ….................……… | …............... |

**Job Description dated May 2021**

[Stockton-on-Tees Borough Council](https://www.stockton.gov.uk/)

**PERSON SPECIFICATION**

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| Job Title/Grade | **Casual Social Worker/Grade K casual rate** |  |
| Directorate / Service Area | **Children’s Services** |  |
| Post Ref: |  | |

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|  | **ESSENTIAL** | **DESIRABLE** | **MEANS OF ASSESSMENT** |
| Qualifications | A recognised Social Work Qualification for e.g. DipSW or CQSW.  Registered with Social Work England.  Approved Mental Health Status with evidence of annual AMHP training and evidence of recent practice or relevant Child protection training.  Completed the AYSE/NQSW programme if appropriate.  Positive enhanced Disclosure |  | Application form/Interview |
| Experience | Significant Child Protection experience or Adult Safeguarding experience.  Significant experience of risk assessment and risk management strategies.  Working knowledge of all legislation relevant to the post.  Knowledge of how key agencies work together in supporting individuals and families.  A general knowledge of the Governments current aims and initiatives, and how these influence practice. |  | Application / Interview |
| Knowledge & Skills | Effective interpersonal skills.  Proven ability to work in partnership.  Ability to communicate effectively with both children and adults – including with those who have communication difficulties.  Proven assessment skills.  Experience of developing care plans and implementing care packages in an emergency.  Ability to work alone or as part of a team, using own initiative where appropriate.  Production of work to a high standard of accuracy, whilst working to tight timescales.  Good organisational skills and IT skills. |  | Application / Interview |
| Specific behaviours relevant to the post | Demonstrate the Council’s Behaviours which underpin the Culture Statement. |  | Application / Interview |
| Other requirements | Ability to drive and hold a current driving licence.  To be flexible in relation to working times and shift patterns to meet the needs and demands of the out of hours service.  To be available to work weekends, evenings and be on call overnights this will include all Bank Holidays at Easter, May, August, Christmas and New Year.  Have a positive attitude. | Promote a social model of disability | Application / Interview |

**Person Specification dated May 2021**