

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>Directorate:</b>  <b>Children's Services</b>		<b>Service Area:</b>  <b>Permanence Team 1</b>
<b>JOB TITLE: Social Worker – Post Reference:</b>		
<b>GRADE: J-M</b>		
<b>REPORTING TO: Team Manager - Permanence Team</b>		
<b>1.</b>	<b>JOB SUMMARY:</b>  To provide a comprehensive Social Work service to looked after children who have a permanence plan and support to children in need and their families.	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
	1.	To support and safeguard looked after children and children in need and their families and implement the relevant policies and procedures, including the relevant assessments and reviews in conjunction with partners from other agencies.
	2.	To formulate appropriate plans to meet identified needs and to arrange for the implementation of such plans, in conjunction with other appropriate agencies.
	3.	To provide appropriate ongoing support to young people (and their families) as the key worker.
	4.	To offer advice assistance and guidance as appropriate to other team members and professionals.
	5.	To ensure that individual professional standards are maintained in line with agreed levels, including full compliance with policy and procedural guidelines and accepting primary responsibility for the level of quality of casework recording.
	6	To chair multi-agency planning meetings.
	7	To feed back to the Team Manager any problems in relation to the effective provision of services and/or policies.
	8	To enhance the Department's image within the authority by promoting awareness of services and achievements and encourage greater participation.
	9	To work as part of the duty system within the team as required.
	10	To take reasonable care of your own health and safety and co-operate with Management, so far as is necessary, to enable compliance with the authority's health and safety rules and legislative requirements.
	11	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.
	12	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.
	13	Stockton-on-Tees Borough Council is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances. Whilst this Job Description provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would commensurate with the grading of the post.

### 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**

**19 May 2021**

**PERSON SPECIFICATION**

Job Title/Grade	<b>Social Worker</b>	<b>J-M</b>
Directorate / Service Area	<b>Children's Services</b>	<b>Permanence Team</b>
Post Ref:	<b>12782</b>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	Professional Social Work qualification i.e. Degree in Social Work, CQSW, DipSw, CSS  Registered with Social Work England		Application form
Experience	Working knowledge of the Children Act 1989, 2004 and Children and Adoption Act 2002 Children (Leaving Care) Act 2000  Knowledge of how Health and Social Care fits with other key agencies involved in work with children.  General knowledge of the provision of Fostering and Adoption Services.	General knowledge of the key issues associated with the placement of children  Recent experience if working with foster carers and adopters  Experience of planning and delivering training  Experience of undertaking assessments on prospective carers  Demonstrable experience in working within Children and Families Services.  Recent experience of working with Children Looked	Application / Interview

		After.	
Knowledge & Skills	<p>Ability to communicate with adolescents, children and adults</p> <p>Proven assessment skills</p> <p>Ability to work in partnership both with children and their families</p> <p>Ability to work alongside other key practitioners planning for the best interest of children</p> <p>Presentation skills</p> <p>Ability to work alone and part of a team</p> <p>Absolute commitment to the work of Health and Social Care</p> <p>Ability to organise, prioritise own work and achieve deadlines</p> <p>Work to a high standard of practice To learn and develop your own skills through experience and training</p> <p>Ability to problem solve</p> <p>Have a positive attitude</p>		Application/Interview
Specific behaviours relevant to the	Demonstrate the Council's Behaviours which underpin the Culture Statement.		Application / Interview

post			
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**Person Specification dated            19 May 2021**