

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Children's Services		Service Area: Fieldwork	
JOB TITLE: Social Worker			
GRADE: J-M			
REPORTING TO: Team Manager			
1.	JOB SUMMARY: To provide a comprehensive Social Work service to Children and Families across the Stockton Borough		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To be committed to safeguarding the residents of Stockton-on-Tees, ensuring that all safeguarding procedures are adhered to.	
	2.	To undertake and participate in risk assessments and risk management strategies, and to refer to other agencies where appropriate.	
	3.	To undertake statutory duties as required, e.g. compile reports, attend courts, attend mental health tribunals	
	4.	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.	
	5.	To formulate and design appropriate care plans to meet identified needs in line with agreed policies and budgetary provision.	
	6	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.	
	7	To provide appropriate social work to individuals and families as required.	
	8	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.	
	9	To feed back to the team manager any problems in relation to the effective provisions of service and/or policies.	
	10	To work effectively within an integrated Team environment in which services from Health, Education and Social Care work closely together.	

11	To actively participate in, or to chair meetings.
12	To work closely with the Voluntary and independent sector.
13	To take reasonable care of your own health and safety and cooperate with management, so far as is necessary, to enable compliance with the authority's health and safety rules and legislative requirements.
14	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
15	To enhance the departments image within the authority by promoting awareness of services and achievements.
16	To undertake such other duties and responsibilities commensurate with the grading of the post.
17	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
18	Stockton on Tees Children, Education and Social Care Department 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 be 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.

Job Description dated: 4.2.19



PERSON SPECIFICATION

Job Title/Grade	Social Worker	J-M
Directorate / Service Area	Children's Services	Fieldwork and Assessment
Post Ref:	POS003871	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>A recognised Social Work Qualification for e.g. DipSW or CQSW</p> <p>Registered with Social Work England</p> <p>Level J – have successfully undertaken or will successfully undertake the ASYE program</p> <p>Level K and above – to have completed the AYSE/NQSW programme if appropriate.</p>		Application form
Experience	<p>Experience of safeguarding children, an ability to manage risk, experience in undertaking assessments, developing care plans and implementing care packages</p>		Application / Interview

<p>Knowledge & Skills</p>	<p>Working knowledge of all legislation relevant to the post.</p> <p>Knowledge of how key agencies work together in supporting individuals and families</p> <p>A general knowledge of the Governments current aims and initiatives, and how these influence practice.</p> <p>Effective interpersonal skills</p> <p>Proven ability to work in partnership</p> <p>Ability to communicate effectively with both children and adults – including with those who have communication difficulties</p> <p>Proven assessment skills</p> <p>Ability to work alone or as part of a team, using own initiative where appropriate</p> <p>Ability to work within timescales and to meet targets</p>		<p>Application / Interview</p>
<p>Specific behaviours relevant to the post</p>	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p>		<p>Application / Interview</p>
<p>Other requirements</p>	<p>Ability to work alone and as part of a team</p> <p>Good organisational skills and IT skills</p> <p>Have a positive attitude</p> <p>Positive enhanced DBS clearance</p>	<p>Promote a social model of disability</p>	

Person Specification dated: 2019

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is

the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.