

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Children's Services		Service Area: Permanence Team 1	
JOB TITLE: Social Worker – Post Reference:			
GRADE: J-M			
REPORTING TO: Team Manager - Permanence Team			
1.	JOB SUMMARY: 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.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	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.

PERSON SPECIFICATION

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

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Professional Social Work qualification i.e. Degree in Social Work, CQSW, DipSw, CSS Registered with the Health Care Professionals Council		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 After.	Application / Interview

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 post	Demonstrate the Council's Behaviours which underpin the Culture Statement.		Application / Interview

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.