

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>Directorate:</b>  <b>Children's Services</b>		<b>Service Area:</b>  <b>Emergency Duty Team</b>
<b>JOB TITLE: Social Worker</b>		
<b>GRADE: J-M</b>		
<b>REPORTING TO: Team Manager</b>		
<b>1.</b>	<b>JOB SUMMARY:</b> To provide a comprehensive out of hours Social Work service to the residents of the Tees Valley area, including Darlington.	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
1.	To be committed to safeguarding the residents of the 5 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 and participate in risk assessments and risk management strategies, and to refer to other agencies where appropriate.	
3.	To undertake statutory duties as required to include attendance at out of hours court, attendance at mental health assessments or undertaking Child Protection telephone strategies	
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 short term care packages 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 including home visits.	
8	To offer support and instruction to the sessional social work, support and admin staff.	
9	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.	
10	To feed back to the team manager any problems in relation to the effective provisions of service and/or policies.	
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 be flexible in supporting the changing needs and demands of the service including covering for sickness absence, annual leave, gaps in the rota
13	Regular attendance at team meetings and completion of training as identified within the annual appraisal and supervision sessions with the Team Manager
14	To work closely with the Voluntary and independent sector
15	To ensure that all stake holders, residents of the Tees Valley, including Darlington, and customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by the employing authority of Stockton-on-Tees Borough Council
16	<p><b>Additional duties for Level M grade workers</b></p> <ul style="list-style-type: none"> <li>• To take a lead and co-ordinate tasks on shift ensuring all policies and procedures are adhered to by all staff.</li> <li>• To instruct the support workers on identified tasks.</li> <li>• To have the ability to make a significant contribution to professional and service development issues.</li> <li>• To quality assure all work undertaken by the sessional and support staff, highlighting any areas of concern to the Team Manager or Deputy Manager.</li> <li>• To support the development of new starters and sessional workers by completing inductions and mentoring as required.</li> </ul>

### 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 2019**



## PERSON SPECIFICATION

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

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<p>A recognised Social Work Qualification for e.g. DipSW or CQSW</p> <p>Registered with Social Work England</p> <p>Approved Mental Health Status with evidence of annual AMHP training and evidence of recent practice. (Or be willing to undertake training upon commencement of post)</p> <p>Relevant Child Protection/Adult Safeguarding Qualifications/Training</p>		Application form

	<p>Level L and above – to have completed the AYSE/NQSW programme if appropriate.</p> <p>Positive enhanced Disclosure</p>		
Experience	<p>Significant Child Protection experience or Adult Safeguarding experience.</p> <p>Significant experience of risk assessment and risk management strategies.</p>		Application / Interview
Knowledge & Skills	<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>Experience of developing care plans and implementing care packages in an emergency.</p> <p>Ability to work alone or as part of a team, using own initiative where appropriate.</p> <p>Ability to meet Performance Indicators</p> <p>Good organisational skills and IT skills.</p> <p>Have a positive attitude.</p>		
<p>Specific behaviours relevant to the post</p>	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>To be flexible in relation to working times and shift patterns to meet the needs and demands of the out of hours service.</p> <p>To be available to work weekends, evenings and overnights this will include Bank Holidays at Easter May, August, Christmas and New Year.</p>		<p>Application / Interview</p>
<p>Other requirements</p>	<p>Ability to drive and hold a current driving licence.</p>		

**Person Specification dated**

**May 2019**