

BCP Council

JOB DESCRIPTION

Service Unit: Children's Social Care
Post: Social Worker - Generic
Post Number:
Scale: Professional career grade spanning Grades H to J
(NQS / Level 1 – scp 24 – 27, Level 2 scp 28 – 31, Level 3 scp 32 – 35)

Accountable to: Team Manager

MAIN PURPOSE

- To promote and safeguard the welfare of children and young people
- To work as part of a team of social workers delivering high quality support and protective intervention for children and young people and their families.
- To manage a caseload of children, young people and their birth, foster or adoptive families within statutory guidelines and local quality standards to promote and achieve positive outcomes.
- To work in partnership with others to develop the quality of services provided by Children & Young People's Social Care as part of the local aims for delivery of Children's Services.

MAIN RESPONSIBILITIES

- Under the supervision, guidance and direction of the Team Manager and, where delegated, the Assistant Team Manager, deliver the service in accordance with statutory responsibilities and BCP service objectives.
- To manage a caseload appropriate to the primary function of the team, acting as the case coordinator or 'lead professional', undertaking appropriate assessments, and maintaining responsibility for creating and delivering outcome focussed plans in a timely manner.
- To ensure that all service users including children and young people and carers are fully enabled to participate in planning and decision making concerning their own lives and that any complaints and representations are dealt with effectively.
- To participate in and contribute to the continuous improvement and development of the children's specialist services, including providing oversight and support to other professionals.
- To ensure that work undertaken meets expectations and to make sound professional and financial decisions in accordance with policies and procedures and as outlined in service unit and borough quality assurance and performance management systems.
- To meet and maintain Social Work England professional standards including continuous professional development

MAIN DUTIES

1. Undertake timely assessments and analysis of need and risk, working with families and networks of professionals to create and deliver outcome focussed plans.
2. Ensure that children and young people and carers are aware of their rights and are enabled to participate meaningfully in planning, and in decision making including through the use of independent advocates if required.
3. Provide support and intervention based on best evidence to meet individual child and family needs.

4. Secure access to services, negotiating and challenging other professionals and organisations to provide the help required.
5. Undertake effective direct work with individual children and families or foster or adoptive carers as part of an agreed plan
6. Where appropriate, chair professional and formal meetings in relation to service users, e.g. Child in Need meetings and core group meetings..
7. Make effective use of supervision to enhance and reflect on own practice, seek advice on individual cases, develop personal resilience, and to promote continuous professional development.
8. Contribute to team and unit duty rotas, ensuring that service users, professionals and other members of the public are dealt with appropriately and promptly.
9. Attend and participate in team meetings to actively promote effective professional working relationships, to maintain up to date knowledge of organisational requirements and to share good practice.
10. Participate in specific service development projects as agreed with the Team Manager including the development of effective working relationships with a wide range of internal and external partners and stakeholders. Where appropriate, this will include representing the team or wider service in meetings and other forums.
11. Maintain and extend professional knowledge and skills via continuous professional development, reflective practice, team events, attendance at relevant training, and through working towards formal post-qualifying learning opportunities as appropriate.
12. Maintain knowledge of relevant research, government guidance, legislation and best practice in relation to child care and the specialist service area to which appointed.
13. Efficiently and effectively maintain case records on local information recording systems and ensure these records are maintained in line with legislative requirements and Borough policy and procedure.
14. Where relevant, provide case direction to support or specialist workers undertaking specific pieces of work, bringing relevant issues regarding staff performance and case management to the attention of the Team Manager.
15. As appropriate, contribute to the training and learning of qualified social workers, social work students, non-social work staff, prospective or approved foster carers or adopters to promote knowledge and skills.
16. Provide mentoring support, supplementary reflective supervision or formal assessment of the practice of others working towards the Practice Educator Standards (Level 2/ Level 3).
17. Uphold the policy and procedure of BCP Council and ensure that services are delivered in a way which addresses the particular needs of all service users and does not negatively discriminate against an individual or group.
18. Comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and Data Protection Act.
19. Undertake any other duties as may be required from time to time commensurate with the level of post.

PERSON SPECIFICATION

SERVICE UNIT: CHILDREN & FAMILIES
POST TITLE: Social Worker
POST NO:
GRADE: Professional career grade spanning Grades H to J
 (NQSW / Level 1 – scp 24 – 27, Level 2 scp 28 – 31, Level 3 scp 32 – 35)

Please note that NQSW's requiring to undertake the Assessed and Supported Year in Employment will normally be appointed to SCP 24 (fixed) until successful completion

ATTRIBUTES & CRITERIA	METHOD of ASSESSMENT
<p>Essential Experience</p> <ul style="list-style-type: none"> • Experience of working with children, families or carers • Experience of managing a caseload in a relevant setting. • Experience of completing written assessments and plans <p>Level 2 (in addition)</p> <ul style="list-style-type: none"> • Post qualifying experience in undertaking complex assessments of need and risk in a statutory children and families work • Experience of writing and managing effective outcomes-based plans • Experience of undertaking effective direct work with children and families • Experience in relevant specialist area of work <p>Level 3 (in addition)</p> <ul style="list-style-type: none"> • Significant post qualifying experience of working in statutory child and families services • Experience of undertaking highly complex or specialist assessments for external decision makers • Experience of mentoring, or supporting the practice of others 	<ul style="list-style-type: none"> • Application form • Interview • References
<p>Qualifications & Training</p> <ul style="list-style-type: none"> • Professional qualifications, i.e. Degree in social Work, CSS CQSW, Dip SW • Social Work England Registration (or pending application) • NQSW's will be required to complete ASYE • ASYE Certificate (if relevant) • Willingness to undertake PQ training <p>Level 2 (in addition)</p> <ul style="list-style-type: none"> • Evidence of formal accredited PQ Study (PQ1, CPSP, or equivalent CPD study), or planned study • Evidence of completing additional specialist training relevant for role <p>Level 3 (in addition)</p> <ul style="list-style-type: none"> • Post - qualifying specialist award in Child Care, or other advanced award in social work, Practice Education award or equivalent, or be willing to undertake this or other specialist training. 	<ul style="list-style-type: none"> • Application form • Relevant certificates
<p>Aptitudes & Abilities</p> <ul style="list-style-type: none"> • Maintain professional standards and take an inclusive, child centred approach to practice • Ability to establish effective relationships with children and their families/ carers and undertake effective direct work with children • Good written and verbal communication skills • Ability to work as part of a team/multi agency partnership • Ability to interpret and analyse written and statistical information • Ability to reflect, analyse and deal with complex issues including risk 	<ul style="list-style-type: none"> • Application form • Interview process • References

<p>management, using professional curiosity and appropriate authority</p> <ul style="list-style-type: none"> • Ability to both support and challenge families as appropriate. • Ability to chair and present effectively at meetings • Ability to complete tasks, work within required timescales and achieve deadlines and targets. • Ability to undertake assessments of need and risk and write coherent analytical reports and outcome based plans • Ability to undertake service development tasks. • Ability to balance service user needs with resource limitations. • Ability to use IT systems and possessing adequate keyboard skills <p>For Level 2 (in addition)</p> <ul style="list-style-type: none"> • Within a multi –agency context , provide professional leadership and manage professional conflict • Ability to critically analyse, evaluate and apply knowledge of legislation, local policy and procedures, national codes and multi-disciplinary practice. • Chair complex meetings • Ability to effectively manage and effect change in families • Ability to offer guidance, support or formal mentoring of a Level 1 social worker, a student or a non-qualified member of staff <p>Level 3 (in addition)</p> <ul style="list-style-type: none"> • Ability to work more autonomously within policy frameworks • Committed to the efficient and effective use of resources – both internal and external to the organisation – and able to encourage others to do so. • Ability to participate in and lead change processes and practice improvement initiatives, and offer specialist advice to others • Ability to offer guidance, support or formal mentoring of Level 1 & 2 social workers, a student or a non-qualified member of staff 	
<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of safeguarding responsibilities under Children Act 1989, 2004, and Working Together 2018 • Knowledge of all relevant legislation, statutory guidance and regulations, and relevant statutory processes relating to Children in Care and Child Protection • Knowledge of specialist work area for which responsible • Understanding of professional supervision and its role in promoting and maintaining quality of service • Aware of own developmental limitations and knows when to seek advice <p>Level 2 (in addition)</p> <ul style="list-style-type: none"> • Competent level of specialist knowledge applied to practice, including Signs of Safety <p>Level 3 (in addition)</p> <ul style="list-style-type: none"> • Excellent level of knowledge applied to practice, and understanding of professional leadership in contributing to service development and improving professional practice 	<ul style="list-style-type: none"> • Application form • Interview • References
<p>Attitude / Motivation</p> <ul style="list-style-type: none"> • Excellent interpersonal skills • Flexible in approach to work • Commitment to high quality service provision which is responsive to service needs • Commitment to social inclusion and improved outcomes for vulnerable children 	<p>Application Form Interview References</p>

<p>Other Factors</p> <ul style="list-style-type: none"> • Ability to travel across the local authority • Willingness to work unsocial hours as required to meet the requirements of the service • Must have enhanced DBS clearance 	<ul style="list-style-type: none"> • Interview • DBS clearance
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All Social Workers must demonstrate a level of professional practice, ability and knowledge and skills which is outlined in the Professional Capabilities Framework (PCF) and the Knowledge and Skill Statement for Child and Family Social Workers (DfE Nov 2014). In BCP these are:

- Newly Qualified Social Worker - Level 1 (Fixed SCP 24). Note on completion of ASYE progress to – SCP 26.
- Social Worker – Level 1 (SCP 25 - 27)
- Social Worker - Level 2 (SCP 28-31)
- Experienced (Advanced) Social Worker – Level 3 (SCP 32-35)

Progression through each bar is subject to professional assessment and management agreement.

NQSW's are required to complete and pass an Assessed and Supported Year in Employment, meeting the end of ASYE level of the PCF and the KSS for C&F workers

Level 1 Social Workers, social workers are able to consistently demonstrate practice in a wider range of tasks and roles, and have become more effective in their interventions, thus building their own confidence, and earning the confidence of others. They will have more experience and skills in relation to a particular setting and user group, and have demonstrated ability to work effectively on more complex situations. They will seek support in supervision appropriately, whilst starting to exercise initiative and evaluate their own practice. They will continue to extend and develop their specialist knowledge and skills, and complete post qualifying study to enhance their professional development.

Level 2 Social Workers are able to demonstrate that they practice effectively, exercising higher quality judgements in situations of increasing complexity, risk, uncertainty and challenge. Through growing understanding they expect and anticipate, but do not pre-judge, the issues that may develop. They have greater confidence and independence (whilst accessing support when needed), and use their initiative to broaden their repertoire of responses. They have expertise in one or more areas of practice, be familiar with local resource networks and be recognised by peers as a source of reliable knowledge and advice. They will continue to extend their specialist knowledge and skills, and complete relevant training or post qualifying study to enhance their professional development.

Level 3 - Experienced (Advanced) Social workers are more autonomous in their role. They demonstrate expert and effective practice in complex situations, assessing and managing higher levels of risk, striking a balance between support and control, liaising with a wide range of professionals, including more senior levels. They manage complex caseloads, and offer expert opinion within the organisation and to others. They chair a range of meetings, offer expert support to case conferences, and produce high quality assessments and reports for a range of functions. They model good practice, setting expectations for others. They start to take responsibility and be accountable for the practice of others, mentoring newly qualified social workers, and supervising the work of students or support staff. They undertake capacity-building with individuals, families, communities, user groups and voluntary organisations, and contribute their views on service provision to commissioners.

They will continue to extend their specialist knowledge and skills, and complete relevant training or post qualifying study to enhance their professional development, including Practice Education (Stage 1/ Stage 2)