

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Group:</b>	COMMUNITY & CHILDREN'S SERVICES
<b>Division:</b>	CHILDREN'S SERVICES
<b>Section:</b>	INTENSIVE INTERVENTION
<b>Sub Section:</b>	ALL AREAS
<b>Post Title:</b>	SOCIAL WORKER
<b>Vision Post Number:</b>	
<b>Grade:</b>	GR11
<b>Responsible to:</b>	TEAM PRACTICE MANAGER
<b>Posts Reporting to this Post:</b>	NONE
<b>Team:</b>	
<b>DBS Required Level:</b>	ENHANCED
<b>Location:</b>	TO BE CONFIRMED
<b>Date of Description:</b>	FEBRUARY 2016

### **KEY OBJECTIVES**

To safeguard and promote the wellbeing of vulnerable children and young people through the provision of high quality Social Work practice in assessment, interventions, care planning and review;

To participate in effective partnership working and engagement and to work collaboratively with a range of organisations, statutory and voluntary in delivering services to children and young people;

To work in partnership with young people, their carers and significant others in undertaking assessments;



To complete written reports as required in line with Children's Services policies and practices;

To ensure that the views of Children and Young People are listened to as part of any process undertaken;

To maintain the highest professional standards in the discharge of this post and to uphold the Social Care Wales Code of Professional Practice; and promote to others within the area of responsibility.

## **OVERALL RESPONSIBILITIES GENERIC TO ALL RHONDDA CYNON TAF SOCIAL WORK POSTS**

- undertaking assessments with children and their families/carers, identifying outcomes and where required developing care and support plans, which are monitored and reviewed;
- risks to children and others are assessed and balanced in a way that promotes empowerment, independence and choice;
- decisions about allocating scarce resources are made, the Council manages its services within the financial resources which have been secured to deliver social care services and all staff need to have due regard to this;
- social inclusion of isolated and vulnerable people is promoted;
- collaboration with other agencies is strengthened;
- the Council accounts for its actions through effective, accurate recording of decisions.
- ensuring that electronically held records, including case recordings, assessments, care and support plans and reviews are completed and/or updated in accordance with departmental policy and procedures;

## **SPECIFIC RESPONSIBILITIES**

### **Accessing Personal Social Services**

- Engaging in a structured conversation with those making initial enquiry of the service and evaluating any information given;
- Giving information, advice/and or sign- posting to other services;

- Apply eligibility criteria/thresholds to make a judgement on whether a referral is appropriate;
- Assessing urgency of response required to a referral;
- Assessing initial level of priority of a referral;
- Making initial enquiries, e.g. other agencies, contacts;
- Accurately and fully recording referral information in accordance with departmental procedures;
- Ensuring the timely transfer of referral information in accordance with departmental procedures and time scales ;
- Safeguarding the welfare of a vulnerable child at immediate risk of harm.

### **Assessment**

- Evaluating the nature of possible needs based on referral information and any previous records;
- Making enquiries, e.g. inter-agency contact;
- Making arrangements for an appointment and/or visit for assessment;
- Engaging in direct work with children and carer/s to carry out a proportionate assessment;
- Working with children and carers, social workers seek to enhance their problem solving capabilities in a way that support maximum independence and choice;
- Considering with children/ young people individual's and carers, options to best meet the outcomes identified and assist in making informed decisions;
- Seeking to maximise the financial and material resources available to service users from all possible sources;
- Collating the findings of the assessment and completing assessment documentation in accordance with statutory guidance, legislation and departmental procedures and time-scales;
- Preparing court and other specialist reports in the required format;

- Ensuring that case file recording is completed in accordance with departmental policy and procedures and policy;
- Ensuring that electronically held records are completed and/or updated in accordance with departmental policy and procedures;
- Convening an/or attending inter-agency meetings/liaison, e.g. Child Protection Conferences, LAC Reviews and strategy meetings.

### **Planning and Managing Care**

- Promote the empowerment of children and carer/s through agreeing desired outcomes that promote independence;
- Agreeing a range of services to meet the identified outcome with children and carer/s;
- Obtaining appropriate management authorisation prior to the commencement of care and support plans;
- Negotiating, arranging and confirming resources with service providers to meet outcomes;
- Recording and disseminating care plan in accordance with statutory requirements, legislation and departmental procedures;
- Completing commissioning/contracting documentation in accordance with departmental policy and time scales;
- Convening an/or attending inter-agency meetings/liaison, e.g. Child Protection Conferences, LAC Reviews and planning meetings;
- Identifying the risk of abuse, failure to protect, harm to self or others and assess the need for intervention in such situations;
- Participating in statutory processes to promote and protect the well-being of vulnerable children and/or adults including investigation where appropriate;
- To contribute operational knowledge and expertise to the process of service review and development as well as developing local implementation strategies for new legislation, guidance and advice.

### **Monitoring and Reviewing Provision**

- Arranging and co-ordinating review of the care and support plan;

- Engaging directly with children/families/carers/ in the review of the care and support plan and agreeing changes where necessary;
- Negotiating and agreeing changes to plan with providers and other agencies involved;
- Completing review documentation in accordance with departmental policy and time scales;
- Ensuring that children and families are aware of complaints procedures and advocacy services.

### **Managing Workload**

- Timely administration of all aspects of caseload to ensure that the recorded caseload fairly reflects work done;
- Preparing and engaging in professional supervision with line manager;
- Establishing and maintaining good working relationships with colleagues;
- Identifying and addressing areas for professional development and training;
- Completing appropriate documentation, e.g. agenda/minutes of supervision;
- Agreeing action plan;

### **Maintaining and Developing Professional Competence**

- As a registered social worker the individual practitioner is required to demonstrate Continuing Professional Development that will meet the requirements of Social Care Wales;
- To promote the sharing of good and consistent practice, and the continuing improvement of services to children, young people and their families;
- Have a responsibility to plan and work within the financial resources which have been secured to deliver social care services within their area of accountability;
- Following a minimum two years post qualification practice and as a career and developmental opportunity, may as mutually agreed with the Council undertake the practice teaching qualification and subsequently act as a Practice Teacher/Assessor;
- To ensure that services provided are non-discriminatory in respect of race, sex, age, marital status, sexuality, disability, religion or nationality.



To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

***Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).***



## PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

<b>ATTRIBUTE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>KNOWLEDGE / EDUCATION</b>	<p>Professional Social Work qualification e.g. CQSW, DipSW, CSS</p> <p>A sound understanding of the Law relating to children and families.</p> <p>An understanding of child and adolescent development</p> <p>A knowledge of equal opportunities / anti – oppressive practice.</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a>.</p>	<p>PQ Award</p> <p>Practice Teaching Award</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p>
<b>EXPERIENCE</b>	<p>Experience or and interest in working within child care</p> <p>An understanding of the assessment of need and risk</p> <p>An understanding of child protection issues</p>	
<b>COMPETENCIES</b>	<b>Community &amp; Social Care Competency Framework</b>	
Working with Partners	<p>Works to overcome conflicting viewpoints for the best interest of the Service User.</p> <p>Actively identifies partners and community networks that can be used for the benefit of the service user.</p> <p>Ensures that everyone has a clear idea of what their roles are and what they are trying to achieve.</p>	

<b>Working with Team Members</b>	<p>Builds lasting, positive &amp; supportive relationships based on trust.</p> <p><b>Contributes to a strong team spirit of shared responsibility and co-operation.</b></p> <p>Promotes and demonstrates an ethos of equality and diversity.</p>
<b>Communicating Effectively</b>	<p>Communicates clearly and concisely.</p> <p>Uses style of language that others (e.g. children, young people, community representatives, managers, professionals), can clearly understand.</p> <p><b>Produces clear, accurate and up-to-date reports and records.</b></p>
Looking After the Service Users' Best Interests	<p>Listens to the views of the service user, and includes those involved with the service users, to define the best ways forward.</p> <p>Explores and identifies the range of risks within the situation to service users, others and self.</p> <p>Sets up / supports care packages that genuinely meet identified needs as much as possible.</p>
<b>Working with Change</b>	<p>Has creative and different ideas about how to move things forward in service areas.</p> <p><b>Makes changes and ideas a reality, and helps to make them work.</b></p> <p>Is able to 'sell' positive aspects of change to others.</p>
<b>Achieving Results</b>	<p><b>Takes responsibility.</b></p> <p>Demonstrates professional competence and consistently delivers high-quality outcomes.</p>
Encouraging Professional Development	<p>Is open to alternative methods of development, e.g. training, coaching, reading, mentoring, experiential learning.</p> <p>Participates in regular reviews and supervisions to identify goals and areas for development.</p>

<p><b>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</b></p>	<p>Requirement to travel independently throughout the Service Area.</p> <p>Enhanced Disclosure and Barring checks on appointment and at periodic intervals.</p> <p>To be personally responsible for the continued registration as a 'Social Worker' with Social Care Wales.</p> <p>To work in a family supportive manner which might include working evenings and weekends.</p>
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