



**JOB DESCRIPTION (JD)  
AND EMPLOYEE  
SPECIFICATION (ES)**  
Standard Template

<b>JOB TITLE:</b>	Social Worker		
<b>GRADE:</b> <b>JOB CODE:</b>	G9 GSW3	<b>SERVICE AREA:</b>	Children's Services
<b>REPORTS TO:</b>	Team Manager	<b>LOCATION:</b>	TBC
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>• Full driving licence valid for usage in the UK</li> <li>• Access to a car</li> <li>• Enhanced DBS disclosure is required for this post</li> <li>• Ability/willingness to travel from location to location</li> <li>• Some working outside normal office hours will be required</li> <li>• This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers</li> </ul>		

**1. Main purpose of the job role:**

- To carry out effective assessment, planning and delivery of social work services to children and families whilst enhancing and promoting life chances to those groups of children and young people that Walsall Council has responsibility for
- To provide quality social work services to children in need and their families in accordance with legal requirements, departmental policies and procedures
- Practice social work accountably, within the prevailing legislative framework and council policies and procedures, under the supervision of the Team Manager
- Ensure that all work is completed within the stated timescales in accordance with both national and local policy
- Manage a mixed workload including challenging cases that involve vulnerable children and families with complex problems
- Undertake safeguarding investigations, attend strategy meetings, case conferences and reviews as required and if appropriate perform the lead professional role
- To ensure needs are met and risks are managed to achieve best outcomes for individual children and young people within the context of achieving best value and effective use of resources, under the direction of the Team Manager
- Work collaboratively and develop good working relationships with individual children, families, carers, colleagues and other agencies
- Maintain records in line with policy and procedure and in relation to recording information about children and families
- Actively participate in regular supervision or consultation with the Team Manager ensuring they are always made aware of significant issues in respect of children and families

- Provide high quality and timely assessments and reports in the agreed format for Courts, Child Protection Case Conference, Statutory Reviews and any other forum as directed by the Team Manager
- Participate in the formulation of new initiatives, and policy across the Directorate as appropriate
- Be accountable for own progression and career development through maintaining up to date knowledge and skills through ongoing professional development, research and Evidence Informed Practice
- Support the professional development of social work students when required
- Incorporate policies relating to equal opportunities and anti-discriminatory practice into every day working practice and to challenge discriminatory wherever it occurs
- Encourage a work environment which promotes the health, safety and wellbeing of self and others
- Perform duties in line with the Social Work England Code of Practice
- Any other duties delegated by the Team Manager commensurate with the grade of the post

## **2. Role specific duties and accountabilities:**

- Demonstrate considerable knowledge of current childcare legislation and guidance and regulation
- Demonstrates significant knowledge of theories and practice relating to Social Work with children and families
- Demonstrates enthusiasm and commitment to the Social Work task; upholds and demonstrates knowledge of Social Work values in accordance with the Professional Capabilities Framework (and Knowledge and Skills Framework)
- Demonstrates knowledge of child development and the needs of children and young people
- Knowledge of assessment processes in complex family situations
- Liaison and negotiation skills with other agencies and professionals on behalf of children and families
- Ability to take responsibility for managing his/her own workload and decide priorities.
- The ability to use own initiative to respond independently to problems and unexpected situations as agreed in supervision with the Team Manager
- Ability to independently interpret and analyse varied and complex information or situations and to produce solutions; uses a balanced, evidence-based and reflective approach to direct work learning continuously and effectively
- IT literate: able to use IT / run reports / to use or quickly learn to use relevant IT information and data capture systems

- Ability to work under pressure meeting deadlines, managing competing demands and dealing with interruptions and has ability to manage own stress levels effectively
- Ability to communicate effectively at all levels verbally and in writing with a range of people; demonstrates a good level of written work, recording and evidencing appropriately
- Ability to work as a member of a multi-disciplinary team
- Demonstrates an understanding and commitment to equality of opportunity and anti-discriminatory practice and the ability to challenge and discriminatory practice

### **Assessment**

- To assess the needs of children, young people and their families using standard assessment tools and within prescribed timescales so that plans made are timely and evidence based
- To ascertain Children's and young people's wishes and feelings throughout the assessment process
- To assess the needs of children, young people and their families to determine that they receive the most appropriate services from the department and to refer as appropriate to other agencies including specialist services where necessary
- To undertake the role of duty worker as determined by the team manager
- To research, analyse, evaluate and use current knowledge of best social work practice

### **Working with Parents**

- To promote and facilitate contact with family and identify and facilitate appropriate services and resources

### **Voice of the child / direct work**

- To communicate with and build effective working relationships with other professionals and colleagues who are working with children, young people and their families to ensure that any planned interventions maximise the impact for the child/young person
- With the direction or support of more senior staff to plan, implement, review and evaluate social work interventions to ensure positive outcomes for children, young people and their families
- To identify and facilitate appropriate services and resources
- To regularly monitor and review services to ensure they are provided effectively and in accordance with need
- To provide services, advice and continuing support to children and young people, their families/carers according to an agreed service plan

### **IT / Admin**

- To ensure that all work is recorded promptly and accurately to the required standards and in line with Directorate policy and procedures, this includes working with the integrated children's system
- To prepare and produce reports within timescales and deadlines
- To contribute to the management of resources through the appropriate recording of any expenditure and activity
- To work within the allocated budget(s) and within the Council's financial and other Regulations

### **Ethical Conduct**

- To demonstrate an understanding of issues of equality and diversity and difference and their impact on service users
- To represent the council to the public in such a way as to ensure quality of service and information is in line with Walsall Councils Customer Charter and Code of Conduct
- To operate at all times within the professional ethics and disciplines of social work as described in the BASW code of ethics and General Social Care Council codes of practice
- To respond to allegations of abuse or neglect of children in accordance with Walsall Councils policy and procedures

### **Training**

- To attend both internal social services and other training courses provided by external agencies in agreement with the team manager
- To be accountable for one's own continuous professional development and to undertake training identified through supervision or during annual performance conversation (or equivalent)
- To supervise social work students after appropriate training in agreement with the team manager

### **Safety**

- To promote and enforce the Council's Health and Safety policy and maintain safe working practice to self and others
- To promote the security, confidentiality and accuracy of social care records and information systems with due regard to legislation, Council policy and procedures and to comply with all data protection policies and procedures

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.

- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE Social Worker	GRADE G9	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> refer to corporate behaviours document		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
<b>Abilities/ Skills</b>		
Demonstrates a sound knowledge of assessing the needs of children, young people and their families in accordance with the National Assessment Framework at all levels.	I	3
Demonstrates a sound knowledge of current childcare legislation and the legislation, regulations and guidance pertaining to Fostering, Special Guardianship and Private Fostering.	I	3
Demonstrates a clear understanding of Working Together to Safeguard Children.	A/I	3
Demonstrates a sound knowledge of child development, attachment theory, the National Assessment Framework and social work theory.	I	3
Ability to undertake high quality and timely assessments, planning, monitoring and review of individual cases in accordance with current, relevant national guidance, policies and procedures.	I	3
Sound knowledge of diversity issues and of anti-discriminatory practice and the impact that oppression has on service users.	A/I	3
Demonstrates a high degree of interpersonal communication skills both written and verbal.	A/I	3
To understand own level of statutory authority and the implications of this for service users, and willingness to exercise authority.	I	3

Ability to persuade and influence others to change their behaviours and develop and maintain their independence.	I	3
An understanding of personal and professional boundaries and ability to manage these within the work environment.	I	3
Ability to apply a range of social work theories in practice.	I	3
Ability to demonstrate good analytical skills in work planning, problem analysis, time management and working in deadlines.	I	3
Ability to work as part of a team and to make contributions to the development of services through a team approach.	I	3
Ability to work in partnership with other agencies supporting children, young people and their families in achieving the Every Child Matters five outcomes (or their equivalent).	I	3
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post	I	3
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
Experience of working directly with children and young people and their families in a social work setting.	A/I	3
Experience and commitment to the use of IT systems and communication tools	A/I	3
Experience of assessing and supporting families for fostering, private fostering, adoption or special guardianship	A/I	3
Evidence of continuous professional development (where applicable)	A/I	2
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
It is essential that the post holder has; Professional Social work qualification ie: BA, MA, DipSW, CQSW, CSS Social Work England Registration	A	
<b>Other Essential Requirements</b>		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
Commitment to a high quality transparent service to children and their families.	I	3
A commitment to develop the social work profession.	I	2
Emotional resilience in working with challenging behaviours and attitudes	I	3
<b>Prepared by:</b>	RH - transferred on to new template Original confirmed by Job Evaluation & Grading	<b>Date:</b> 10/09/2019 20/03/2014