

Job Summary

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| Post Title | Social worker | Grade | 6-8 |
| Service Area | Children's services | Line Manager | Team Manager |
| Location | Aylesbury, High Wycombe or Amersham | | |

Section 1: Job Purpose

Social Workers act as allocated key workers delivering statutory social work services, including assessment, planning, support/intervention and review, throughout the child and young person's journey in all key service areas, including the:

- First Response Service
- Safeguarding Service
- Care Management Service
- Care Services

Section 2: Main Responsibilities and Duties

- To deliver targeted and specialist social work services for children and young people in need of support, protection and care
- To clarify eligibility and undertake statutory social work assessments, in line with agreed local thresholds, to analyse children and young people's needs, risks and circumstances and confirm existing parenting skills and any capacity to change, as necessary and appropriate
- To always promote the safety and wellbeing of children and young people and champion their rights and entitlements to improve their life chances and overall outcomes
- To establish a rapport and build a relationship with children and young people to ascertain their views, wishes and feelings and understand their lived experience through direct work with them
- To work collaboratively in partnership with parents/carers and promote a strengths based, relationship-focused model of approach
- To work together with relevant multi-disciplinary professionals from across the multi-agency partnership
- To develop, as appropriate, relevant support, protection and care/pathway plans to meet the assessed needs and circumstances of children and young people
- To work in consultation with relevant Managers to ensure that agreed plans are provided using available resources and ensure that all such requests represent value for money
- To undertake all social work duties in accordance with appropriate legislation, policies, procedures and statutory guidance
- To liaise with Legal Services as necessary and appropriate and represent the local authority in court as required
- To monitor and review the impact of support, protection and care plans to ensure that these continues to meet children and young people's assessed needs and circumstances and delivers improved outcomes
- To maintain all necessary records and documentation in line with agreed procedures and best practice standards, including children's electronic records and other computerised systems
- To identify any areas of assessed need that cannot be met and to systematically record the details to report the Team Manager
- To practice in accordance with agreed performance and quality best practice standards and take appropriate remedial action to address audit feedback and management recommendations as required

- To prepare for regular, reflective supervision and annual performance appraisal and progress agreed priorities and actions in a timely manner
- To prepare an annual personal learning plan as part of the annual appraisal process and undertake continual professional development, including self-directed learning
- To escalate on a 'need to know' basis any unresolved/escalating matters of concern that require senior management oversight, intervention and resolution
- To bring to the notice of the Team Manager any perceived failure of a commissioned service / provider to deliver the agreed level of service.
- To work as part of a team contributing to duty and covering for other colleagues when required to do so

Section 3: Values and Behaviours

We expect your values and behaviours to reflect the values of the organisation:

Proud

Ambitious

Collaborative

Trustworthy

Plus, we expect you to model the Children's Social Care values and focus on:

- Keeping children and young people's lived experiences at the heart of everything we do
- Working collaboratively with and for our children and families, acknowledging their contribution and building on their strengths
- Remaining passionate about keeping children safe and well and making a positive difference every day
- Making sure that everyone's voice is heard, including children, families, our staff and partners, so that we work reflectively, openly and with integrity
- Assuring the quality of practice and managing our performance to inform service improvement and development

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and from your references.

| Section 4: Knowledge, Skills and Experience (taken from role profile) | Job Specific Examples | Essential | Desirable |
|---|------------------------------|------------------|------------------|
| Demonstrable experience of direct work with vulnerable children and young people in need of support, protection and/or care | | ✓ | |
| Demonstrable and direct experience of working in partnership with parents and carers and together with multi-disciplinary/agency partners | | ✓ | |
| Working knowledge of relevant legislative, procedural and theoretical frameworks for working with children and families | | ✓ | |
| Working knowledge and application of social work theory and best practice standards | | ✓ | |
| Ability to assess, evaluate, plan and review needs, risks and circumstances | | ✓ | |
| Ability to communicate clearly, both verbally and in writing, and demonstrate proficiency with ICT systems (e.g. case recording, calendar appointments and emails) | | ✓ | |
| Ability to manage workload, time and priority deadlines | | ✓ | |
| Ability to work on own initiative and seek support and guidance as required | | ✓ | |
| Ability to work reflectively to improve and develop knowledge, skills and experience | | ✓ | |
| Ability to demonstrate an awareness of the importance of diversity for employees and service users | | ✓ | |
| Qualifications | | Essential | Desirable |
| Recognised social work qualification | | ✓ | |
| Active HCPC registration | | ✓ | |
| Continual professional development | | ✓ | |
| Post qualification training | | | ✓ |
| Other Requirements | | Essential | Desirable |
| Access to / use of a vehicle is an essential requirement. | | ✓ | |
| Ability to travel to a number of diverse locations across the county within the working day. | | ✓ | |
| This post is exempt under the Rehabilitation of Offenders Act 1974. Due to the sensitive nature of the duties the post holder will be expected to undertake a criminal record check as part of the recruitment process. | | ✓ | |

Section 5: Job Context, Current Deliverables and Priorities

This job summary is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This job summary is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and ongoing discussions with the designated manager.