North Yorkshire County Council

Job profile

Service and job specific context statement

Directorate: Children and Young People's Service

Service: Children's Social Care

Post title: Social Worker

Grade: J-K

Responsible to: Team Manager

Staff managed: None

Date of issue: May 2011

Job family: **C&S - Care & Support**

Job context

Children's Social Care provide services which follow from specific legislation, including the Children Act 1989 and the Children Act 2004 as well as other Government guidance and policy. We are committed to providing good quality services to support children young people and their families. To work at all times in line with the Health and Care Professions Council's Code of Practice. Enhanced DBS check and Health and Care Professions Council registration required. This role involves spoken communications so a confident use of English language is required

Career progression

There is a bar at the top of Grade J.
Progression beyond the bar to Grade K is dependent successful completion of the Service's progression process.

Newly Qualified Social Workers (Grade J)

Year 1 newly qualified workers will be appointed to the bottom of Grade J and will undergo their Assisted/Supported Year in Employment (ASYE) with reduced caseloads and enhanced supervision.

Year 2 onwards will build on year 1 and staff will work towards the Consolidation Module and/or the Early Professional Development Portfolio. With their managers support they will complete a competency based assessment to achieve Level 1 status and proceed to Grade K

Grade K Social Workers
Social Workers at Grade K undertake the same role but will work with the most complex and high risk cases, which will include children and families on the child protection register, care proceedings (including assessment work, report writing, giving evidence in court and providing professional opinion) and working with children and young people in care. The complexity and risks are likely be contributed to by difficult contexts such as hostility to Social Care involvement, domestic violence, alcohol abuse or substance misuse; mental health difficulties, criminal behaviour etc. Such cases will involve the Social Worker operating at a more advanced level and will require them to draw on more developed skills.

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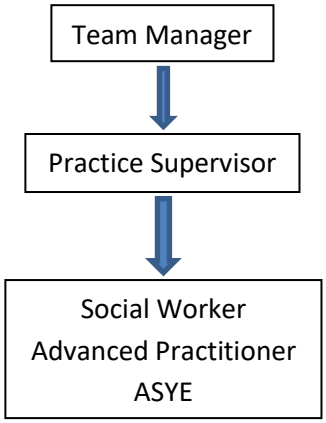
Structure



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Job Description

Directorate: Children and Young People's Service

Service: Children's Social Care

Responsible to: Team Manager

Staff managed: None

Job purpose	**Hold and manage a caseload including Children in Need, Child Protection and Looked After Children as allocated by the Team Manager or Assistant Team Manager. The post holder will do this by undertaking assessments, formulating, monitoring and managing plans for children with multi agency partners to ensure good, timely outcomes for children.**
Operational management	• Manage and prioritise cases as allocated by the line manager • Assess children and their family's needs and make appropriate recommendations for services to achieve agreed outcomes • Participate in the allocation of cases and accept cases allocated by the Team Manager commensurate with your level of experience. • Liaise with other agency professionals as necessary to fulfil the Directorates statutory duties and achieve best outcomes for children. • Fully engage in supervision and performance appraisal • Maintain good case records, write reports as required in line with departmental standards. Give evidence in court in relation to care or other proceedings.
Communications	• Advise clients on the Directorates charging policies • Comply with Data Protection Legislation and the Access Request to Files Policy • Demonstrate good recording skills with the available technology • Liaise with staff of the Directorate and other agencies to effect decisions reached, and to participate in all necessary placement or review panels to ensure that service provision continues to be appropriate to service user needs and wishes. • Promote children, young people and their family's participation in decision making. • Ensure all work with children and families remains focused and meets the need of children • Use high level communication skills, including listening, building empathy, consultation and negotiation to ensure positive outcomes for children • Undertake preventative work with families in order to reduce the need for care or accommodation: support and assist families and extended families, to care for their children • Work with children and young people, families, carers and communities to help them make informed choices and decisions, enabling them to clarify and express their needs and contribute to service planning. • Develop and maintain effective relationships with children and young people, their families and carers: provide advice and support: help resolve conflict.

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Partnership / corporate working	• Have a commitment to shared values and the common purpose of developing a culture of interagency working; including statutory bodies, third and private sector organisations • Ensure multi agency engagement in all assessment and planning processes • Plan and commission services and support for children, young people and their families. • Liaise with colleagues in own and other departments and external agencies in order to gather information relevant to assessment and care planning activities: organise and chair meetings as required. • Work with individuals or groups to develop individual potential. • Understand and support the role and value of families and carers as partners in supporting their children to achieve positive outcomes • Ensure all interventions serve to improve outcomes for children • Make key decisions in terms of case management based on observation and professional judgement: understanding their context in relation to behaviour, listen actively and respond to concerns • Evaluate situations, analyse and record them appropriately. • **Grade K only**: Act as supervisor to Social Work students on placement, including support, guidance, challenge and assessment
Systems and information	• Maintain case records, including computerised systems, in line with Directorate procedures. • Adhere to professional and organisational procedures on confidentiality and maintaining appropriate boundaries with service users and their families.
Strategic management	• Contribute to the planning and development of the Directorates services • Understand your own role, and the importance of providing care or support through transitional periods. • Identify transition points • Provide appropriate support and interventions
Safeguarding	• Complete assessments within timescales with children and their families, develop care plans and provide support for children and their families • Provide support and advice to carers and encourage the development and maintenance of appropriate support networks and services within individual homes or in the community • Take necessary statutory or other action in relation to the safety of children, including emergency situations, and liaison with other agencies as required in such cases. • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with. • Investigate allegations of neglect, abuse or ill-treatment of children, in accordance with legislative requirements and child protection procedures; undertake assessments of risk and need; where appropriate, arrange accommodation for children and young people. • Apply for Child Assessment Orders and Emergency Protection Orders. • Prepare appropriate plans for children and young people, including arrangements for obtaining and implementing Court orders.

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Person Specification

Essential upon appointment	Desirable on appointment
Knowledge Grade J • Knowledge of current good practice in child care • Knowledge of the principles of the Children Act 1989, the Children Act 2004, the Every Child Matters agenda and Care Planning Regulations 2010 Grade K In addition to the skills and knowledge detailed above at Grade J • Knowledge of the judicial processes • Knowledge of theory and practice of care assessment, planning, child protection/safeguarding procedures; detailed knowledge of relevant legislation acquired through professional qualification in social work plus minimum 2 year post-qualification experience in relevant field	
Experience Grade J : • Some background experience in a social care or similar setting • Work placement in a child care setting (degree course) Grade K : • The eligibility criterion for progression beyond (Grade J) will be as above for Grade J plus 2 years relevant post-qualification experience in accordance with designated performance standards. • Instances may occur where the post-qualification experience is not in a post specifically designated as Social Worker. In such cases the appropriate Service Manager must be satisfied as to the quality and relevance of that experience	
Occupational Skills Grade J : • Ability to communicate with children and young people at all levels of ability • Undertake negotiation with families • Ability to assess family circumstances and need and identify necessary resources to meeting that need • Multi-disciplinary working intervention with Families • Presentation skills (written and oral) • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. • Advocacy • Care Planning and implementation • Ability to engage with service users • Team working • Effective written and verbal communication skills including report writing • IT skills to include competency in word processing, manipulating spreadsheets, accessing information from databases and electronic communication. • Time management skills • Ability to engage with service users	•

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• Ability to recognise risk and take appropriate actions Grade K In addition to the skills detailed above at Grade J • Undertake negotiation with families and in the partnership arena • Self-management skills and ability to use initiative • Care Planning and implementation and review • Ability to engage service users in planning and decision making • Ability to identify risk and initiate child protection intervention • Ability to effectively supervise Social Worker students For all Grades • Ability to write a range of reports and plans to a high professional standard • Ability to organize and prioritise workloads to meet required timescales	
Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role Grade J: • Fully qualified, accredited social work professional status (CQSW, DipSW, CSS, PQCCA) • Current registration with the Health and Care Professions Council Grade K: • Fully qualified, accredited social work professional status (CQSW, DipSW, CSS, PQCCA) • Current registration with the Health and Care Professions Council • Successfully passing Level 3 (competence based) Assessment	• Practice Educator qualified
Other Requirements • Availability to work as necessary outside normal office hours when necessary and by agreement • Ability to meet the travel needs of the post across the geographical area	
Behaviours	Link

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.