Job Description

For Social Care Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Children and Families Social Worker/ Experienced Social Worker	JEID	CSW03A/B
Salary Grade:	3A Grade K 3B Grade L		
Team:	Placement Hub		
Service Area:	Children & Families		
Primary Location:			
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Leader, Operations Manager		
Responsible for:	n/a		

Role Purpose

To provide services to children and families across Warwickshire.

Role Responsibilities

Responsibility for children and young people who are the subjects of Child Protection Plans
Responsibility for children and young people who are looked after by the Local Authority.
Responsibility for children and young people who are the subjects of Child in Need plans
Attendance at meetings, including Child Protection conferences, strategy meetings and legal meetings.
Preparation of court reports, statutory review and child protection reports.
Participation in the duty system, including undertaking child protection investigations under appropriate supervision.
Any other appropriate duties as and when required.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Social Worker – Level 3A or Experienced Social Worker 3B

Main Tasks

- To provide an outcome focussed children's Social Work service in line with Social Work England's Standards.
- To work within legislative frameworks and the local authority's policies and procedures in providing a children's Social Work Service.
- To take responsibility for planning and actively participating in supervision in order to ensure that Social Work Practice is underpinned by line manager accountability recognising the need for increased supervisions to manage highly complex cases.
- To ensure that fostering placements are found from in-house foster carers for Warwickshire Children who are Looked After. To support in finding supported accommodation placement, residential and external foster placements via IFA's.
- To provide the co-ordination of the child's voice in placing young people in the most appropriate placement.
- Manage a varied caseload to support vulnerable children and their families who meet the threshold for service including those who have complex and or challenging needs.

- To undertake a wide range of complex assessment of need/risk and devise support plans to meet identified outcomes, working in partnership with children, their families, agencies and other networks.
- Identify, source and review the support and services provided to ensure this continues to meet eligible needs and identified outcomes.
- To maintain and facilitate professional working relationships with partner agencies and others for the delivery of services.
- Take a key worker role in responding to safeguarding vulnerable children and families with managerial oversight for strategy meetings conferences and review, where appropriate.
- Ensure that all recording of social work activity is carried out in accordance with policy and procedures with due regard to data protection.
- To take responsibility for own professional development in line with the SWE Standards. Identify learning and development needs through supervision and appraisal, including expectations of the WCC Social Work Career Pathway. Contribute to the professional development of colleagues e.g. mentoring, coaching or where appropriate "practice assessing".
- To be able to respond flexibly to service need including working in another locality within the local authority.

Enhanced tasks

- To undertake more complex cases, which require the development of solutions over the long term.
- Whilst dealing with the more complex cases regarding the most vulnerable Children, it is likely that there will be regular intense emotional demands.

- Contribute to the professional development of colleagues, including students and social care workers which will include the allocation and checking of work.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

	Assessed By:
For 3A & 3B - Professional SW Qualification and current registration as a social worker with Social Work England.	A,I,D
For 3A & 3B - Completion of Assessed and Supported year of Employment (ASYE)	A,I,D
For 3B - At least two years statutory social work experience.	A,I,D
For 3B - Completion of those aspects of Early Professional Development (EPD) programme (as defined in WCC Career Progression Framework) or equivalent. Or NAAS accreditation as a child and family practitioner	A,I,D
For 3A & 3B - The ability to interpret and critically analyse varied and complete information or situations with a proposed solution or a plan of action.	A,I
For 3A & 3B - The ability to utilise a range of communication skills to engage and work with vulnerable people who may present with complex and challenging needs in order to meet desired outcomes.	A,I,T
For 3A & 3B - The ability to undertake assessment of a range of needs and situations, including those more complex, in developing appropriate plans in partnership with other people.	A,I,T
For 3A & 3B - The ability to represent the local authority in a range of settings.	A,I
For 3A & 3B - Understands and keeps abreast of the complex climate in which we operate.	A,I

For 3A & 3B - The ability to act autonomously within agreed levels of accountability, seeking guidance from line managers when responding to significant circumstances or situations e.g. policy, budgetary and resource implications.	A,I
For 3A & 3B - The ability to work under significant pressure to meet deadlines which may be unpredictable, and deal with competing demands.	A,I

For 3A & 3B - The ability and resilience to manage the intense emotional demands that arise from working with vulnerable individuals and groups	A,I
For 3A & 3B - The ability work professionally and flexibly with members of your team and the wider organisation. For 3A & 3B - Non-disabled applicants must be able to drive, have a full, valid driving licence and have a vehicle available for work. Disabled applicants must be able to travel in order to perform the functions of their role (with assistance where necessary). For 3A & 3B - To be computer literate and operate a range of information technology systems in order to meet service need in relation to the social work role. For 3A & 3B - Ability to communicate fluently, in writing and verbally, with a wide and varied range of people in a manner that inspires confidence in the social work profession. For 3A & 3B - Evidence of ongoing commitment to, post qualifying continuous professional development as per SWE requirements and TCSW Professional Capabilities framework. Specific commitment to meeting the requirements of Warwickshire's Social Work Career Pathway. For 3A & 3B - To be able to undertake the full range of responsibilities and duties as prescribed within the main tasks for a level 3 Social Worker.	A,I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These

are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

☐ Provision of personal care on a regular basis	☐ Driving HGV or LGV for work
☐ Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☐ Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
☐ Working at height/ using ladders on a regular/ repetitive basis	☐ Restricted postural change – prolonged sitting
☐ Lone working on a regular basis	☐ Restricted postural change – prolonged standing
☐ Night work	☐ Regular/repetitive bending/ squatting/ kneeling/crouching
☐ Rotating shift work	☐ Manual cleaning/ domestic duties
☐ Working on/ or near a road	☐ Regular work outdoors
☐ Significant use of computers (display screen equipment)	☒ Work with vulnerable children or vulnerable adults
☐ Undertaking repetitive tasks	☐ Working with challenging behaviours
☐ Continual telephone use (call centres)	☐ Regular work with skin irritants/ allergens
☐ Work requiring hearing protection (exposure to noise above action levels)	☐ Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐ Work requiring respirators or masks	☐ Work with vibrating tools/ machinery
☐ Work involving food handling	☐ Work with waste, refuse
☐ Potential exposure to blood or bodily fluids	☒ Face-to-face contact with members of the public

Other (please specify):	