

# 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:            | Social Worker  | JEID | SW003 |
| Salary Grade:         | Grade K  |      |       |
| Team:                 | Fostering Team   |      |       |
| Service Area:         | Corporate Parenting  |      |       |
| Primary Location:     | Shire Hall   |      |       |
| Political Restriction | This position is not politically restricted.   |      |       |
| Responsible to:       | Fostering Team Leader  |      |       |
| Responsible for:      | Monitoring of Fostering Reviews from the 1 <sup>st</sup> annual review, upkeep of Foster Carers Register |      |       |

#### Role Purpose

To work with a range of professionals to ensure the delivery of fostering services in line with statutory requirements and the Foster Care National Minimum Standards  
To support foster carers to ensure stability and permanency for the child.

#### Role Responsibilities

Quality Assure Assess and review foster carers ongoing approval for annual foster home performance review.  
Produce a quarterly report on the numbers, standards, challenges, and themes of our reviews.  
Monitoring the fostering register  
Deputy for the Panel Advisor to cover holiday periods.  
Supporting new starters in the team to learn the foster home performance review processes during induction period.  
If time allows there is opportunity for project work.  
Be part of a team  
Attend Fostering Panel  
Offer advice on our service to other professionals  
Work closely with Children's Team and relevant organisations

## 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 Care Worker – Level 3 |
|-----------|------------------------------|

### Main Tasks

- Provides a social work service, to a high professional standard, for individuals, families and groups in an anti-discriminatory manner.
- Practices social work accountably, within the prevailing legislative framework and Council policies and procedures, and under the supervision of the line manager.
- Manages a mixed case load, including a significant number of the more challenging cases that involve vulnerable people with complex problems.
- Assesses referrals and designs plans for action, liaising with colleagues and other agencies as appropriate.
- Arranges the delivery and monitors the effectiveness of packages of support to meet people's identified needs.
- Works collaboratively with individuals, families, carers, communities, colleagues and other agencies.
- Undertakes safeguarding investigations, with suitable supervision, attending planning meetings, case conferences and reviews as required and performs a key working role where appropriate.
- Ensures that all recording of social work activity is carried out in accordance with policy and procedures.
- Attends appropriate continuous professional development activities as are required and suitable, in agreement with the line manager and contributes to the professional development of colleagues, for example, through mentoring, practice assessing and in being 'team champion' for specific areas of practice.
- Can be available to work within any of the Council's localities.

## 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:

|  |         |
|--|---------|
| Professional Social Work qualification and current registration as a social worker with the Health & Care Professionals Council (HCPC) | A, I, D |
| The ability to independently interpret and analyse varied and complex information or situations and to produce solutions               | A, I, T |

|   |         |
|---|---------|
| The ability to identify and respond to needs of clients which may be difficult to satisfy enabling approaches whenever possible   | A, I    |
| The ability to undertake assessment of complex needs and develop, monitor and review appropriate programmes of care and support, involving multi-agency delivery, for and in partnership with clients and carers                              | A, I    |
| The ability to act on behalf of the Council as an advocate in a formal setting  | A, I    |
| The ability to make frequent decisions and exercise initiative independently to fulfil the requirements of the role, as agreed in supervision   | A, I    |
| The ability to work under a very high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands   | A, I, T |
| The ability and experience to cope with intense emotional demands arising from the nature of the client group such as terminally ill clients or cases of child abuse  | A, I    |
| Ability to work well with colleagues, including managers, as a member of a team   | A, I    |
| Mobility essential. Able-bodied applicants must be able to drive, have a driving licence and be a car owner. Disabled applicants should be able to perform the job with aid, where necessary.   | A,I,D   |
| To be able to operate a keyboard, our client database systems and employ basic computer knowledge and skills  | A,I     |
| Ability to communicate fluently, in writing and verbally, with a wide range of people   | A, I, T |
| Evidence of the development of post qualifying expertise, demonstrated by the attainment of: PQ1/PQ consolidation module qualification and satisfactory completion of the NQSW and EPD competency programme or in-house KSF programme level 2 | A, I, D |
| Agreement to taking on the full responsibilities as set out in the main tasks for a Level 3 Social Worker   | A, I    |
| Satisfactory check through the Disclosure and Barring Service   | D       |

### Desirable Criteria

Assessed By:

|   |   |
|---|---|
| Experience of working with foster carers                            | I |
| Experience of assessment work to determine suitability              | I |
| Ability to apply knowledge and theory, current thinking to practice | P |
|   |   |
|   |   |
|   |   |

## 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.

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