

# 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	JEID	CSW003
Salary Grade:	<b>Salary Scale K/L - Part time roles to be pro rated</b>		
Team:	ACE Hub - Worcestershire/Herefordshire ACE Spoke - Worcestershire/Herefordshire ACE Spoke - Warwick/Coventry/Solihull		
Service Area:	Adoption Central England (ACE)		
Primary Location:	Worcestershire/Herefordshire Warwick, Coventry or Solihull		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Manager - ACE		
Responsible for:	The delivery of the full range of adoption services on behalf of the local authorities within the regional adoption service.		

#### Role Purpose

To provide adoption services in accordance with statutory requirements on behalf of the following local authorities, Coventry, Herefordshire, Solihull, Warwickshire and Worcestershire, to children with adoption plans, prospective and approved adopters, adoptive families, adopted adults and birth parents.

#### Role Responsibilities

The regional adoption agency operates a Hub and Spoke model.

The Hub is the central point for enquiries for prospective adopters. Social workers in the Hub recruit, prepare, assess and support adoptive families once children have been placed with them for one-year post order. The aim is to ensure that adoptive parents can provide emotionally attuned parenting that helps their child recover from trauma and loss and to feel secure in their new family. Social workers are engaged in wide range of activities including adopter duty, training and events and activities involving adoptive parents.

The Spoke provide undertake assessment of needs, short and longer support to adoptive families often involving partner agencies, therapeutic support to adoptive families, adopted young people's groups, stay and play and family based activities for adoptive families and training, birth records counselling for adopted adults and non-agency assessments, This work is underpinned by adoption best practice and knowledge of attachment, developmental trauma and DDP informed principles.

All social work staff are required to develop their understanding and practices based upon the principles of Dyadic Developmental Practice (DDP). Social works will support adoptive families to offer the sort of attuned, empathic, responsive care that builds their child's capacity to seek comfort, to experience curiosity and to experience joy in this relationship thereby promoting long term stability and successful outcomes for children.

## 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 Professional – Level 3
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### Main Tasks

- To provide an outcome focussed children's Social Work service in line with Health Care Professionals Council's (HCPC) Standards.
- To work within legislative frameworks and the local authorities policies and procedures in provided 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 increase supervisions to manage highly complex cases.
- 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.
- Within these assessments, demonstrate ability to engage with complexity (for example, awareness of miscuing and the 'hidden needs' that the children are not showing overtly, adopters 'triggers')
- 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, open and engaged working relationships with adopters, partner agencies and others for the delivery of services.
- To ensure adopters are well assessed, prepared and supported to parent in an emotionally connected way, taking account of the therapeutic, developmental and behavioural needs of their children.
- To translate additional training, consultation and support around the principles of Dyadic Developmental Practice (DDP) into practice, to evidence the development in these skills the work towards PACE influencing work with adopters, colleagues and stakeholders.

- 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 HCPC 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**

- Contribute to the professional development of colleagues, including students and social care workers which will include the allocation and checking of work.
- To undertake more complex cases, which require the development of support/ a relationship with services over the long term.
- Whilst dealing with complex cases regarding the most vulnerable children. In helping parents remain emotionally engaged and available to the child and colleagues/ professionals remain open and engaged with parents, it is likely that there will be regular intense emotional demands. For adopted children, security will come from having a parent who accepts the child's internal experience without evaluation – helping adopters 'sit with the uncomfortable' is part of providing adoption support and modelling a secure base.

## **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 Worker qualification and current registration as a Social Worker with Social Work England	A/D
Completion of Assessed and Supported year of Employment (ASYE)	A
Completion of those aspects of Early Professional Development (EPD) Programme (as defined in WCC Career Progression Framework) or equivalent	A
The ability to interpret and critically analyse varied and complete information or situations with a proposed solution or a plan of action.	A/I
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
Willingness and openness to developing social work practice around a stance of acceptance, curiosity, empathy and connection	A/ I

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
The ability to represent the local authority in a range of settings.	A
Understands and keeps abreast of the complex climate in which we operate.	
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
The ability to work under significant pressure to meet deadlines which may be unpredictable, and deal with competing demands.	A/I
The ability and resilience to manage the intense emotional demands that arise from working with vulnerable individuals and groups in order to remain reflective, open and engaged	A/I
The ability work professionally and flexibly with members of your team and the wider organisation.	A
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).	D
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.	A
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.	A/I
Evidence of ongoing commitment to, post qualifying continuous professional development as per HCPC requirements and TCSW Professional Capabilities framework. Specific commitment to meeting the requirements of Warwickshire's Social Work Career Pathway.	A/I
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

## Desirable Criteria

Assessed By:

Experience of adoption work	A
Experience of applying attachment theory and work informed by therapeutic approaches including DDP Practice/ PACE	A/I
Experience of formulating, monitoring and reviewing social work plans	I
Report writing including for court purposes	A
Experience of group work/training	I

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## 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 checked="" 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):	