

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Social Worker/Senior Social Worker Leaving Care Transitions (14-25)	Grade: PO1 - PO3
Section: Future First, Wandsworth Leaving Care Team	Directorate: Children’s Services
Responsible to following manager: Service Managers Future First and Preparing for Adulthood Services	Responsible for following staff: N/A
Post Number/s: SC744	Last review date: February 2024

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

This is a specialist post created to offer continuity of support to young people age 14-25 years who may have some specific needs but are outside the remit of the 0-25 Disability team but may still be eligible for a service under the Care Act 2014 and have high vulnerability. The post holder will work as a member of the Wandsworth leaving

care Service (Future First) but with close links to the Preparing for Adulthood (PfA) Service, and Mental Health Social Workers in Adult Social Services.

The Transitions SW will undertake the statutory functions as required of local authority social workers under the following legislation:

- Children Act 1989 / Children's Act 2004
- Care Act 2014
- Children and Families Act 2014
- Carer's and Disabled Children Act 2000
- Education Act 1996
- Framework for the Assessment of Children & Families 2000
- Chronically Sick and Disabled Persons Act 1970
- Mental Capacity Act 2005
- London Child Protection Procedures
- Pan London Adults at Risk Policy and Procedures
- Other relevant legislation and best practice relating to children in public care with reference to disabled children / young people.

Post holder will carry a caseload of a maximum of 25 young people for whom Care Act assessments are being actively undertaken or for whom care packages are being organised and taken through their 12-week review. In addition, this caseload allows for at any one time, 1 Safeguarding Screening/Enquiry related to Care Experienced young people, to be managed by that officer in addition to their 25 allocated Young People. This is a developmental post and allowance will be made to permit necessary induction, training and support to be undertaken while the full range of duties are established.

Specific Duties and Responsibilities

1. To carry a caseload (long term to 12 week Care Package review and short term where Assessment deems the Young Person ineligible for Care and Support under the Care Act OR where there are Safeguarding issues) as allocated by the Service Manager for Leaving Care in agreement with the Service Manager for Preparing for Adulthood and within the priorities of the youth support and leaving care service.
2. To present information regarding the young people to the relevant placement and review panels to enable decision and allocation of appropriate resources for long term planning and stability.
3. To maintain a knowledge and awareness of legislation and departmental policies and procedures, and to work within these.
4. Act in the role of the lead professional in statutory cases that require a qualified social worker, particularly child / adult protection, looked after child cases and legal proceedings (which might relate to children or adults).
5. Undertake the full range of social work tasks with children in need / young adults with disabilities and their families; assessment, planning, implementation and review (APIR);

6. Bring together and coordinate the team around the child (young person)/ service user to ensure a multi-disciplinary approach to APIR and safeguarding;
7. To make the line manager aware without delay of any complaints received from service users or from other agencies so that the appropriate complaints procedure can be applied and issues of concern be dealt with as swiftly as possible.
8. To ensure the Service Manager is made aware and kept fully informed of any concerns in relation to safeguarding adults and/or child protection.
9. To attend supervision meeting with delegated supervisor.
10. To co-operate with Team Administrators in undertaking appropriate administrative tasks relating to cases and Duty and to ensure all administrative tasks in relation to their cases are completed.
11. To carry out all tasks in accordance with the Council's Equal Opportunities policies with a commitment to and understanding of anti-discriminatory practice.
12. To keep file records up to date using the Department's recording guidelines.
13. To complete reports in respects of court proceedings, adoption and fostering procedures, including the Court of Protection etc.
14. To comply with the Department's policy and procedures on race record keeping.
15. To maintain high standards of professional care working in the best interests of children, ensuring that there are clear plans for Children Looked After by the authority.
16. To work in partnership with children and parents maintaining an open records policy.
17. To recommend financial payments to or on behalf of clients to senior managers where appropriate and within Departmental policies and procedures.
18. To work with appropriate information technology in order to maintain effective administrative systems and efficient monitoring of work.
19. To maintain records for workload management purposes.
20. To undertake training as required.
21. To act as a joint interviewer under the Department of Health Memorandum of Good Practice when required and after completing appropriate training.
22. To attend meetings, including supervision sessions, as required.
23. For Senior Social Workers: to supervise social care officers in the team and support less experienced social workers.
24. To liaise and work effectively with other agencies appropriate in order to enable children / young adults to achieve appropriate outcomes and to plan for their future lives.
25. To act as a representative at Departmental working groups and panels, as appropriate.
26. To undertake further specified tasks as required by Team Manager.
27. To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the organisation.
28. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your work role.
29. To ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.
30. Responsible for adherence to the Councils Equal Opportunities policies in respect of staff and delivery of services to the public

Progression Criteria

Progression through the grade is based on the needs of the Council and is not automatic. The Department operates a Progression panel for Social Workers wishing to progress to Senior Social Worker and beyond and submissions to this panel follow departmental guidance.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, staff conduct and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The profile is not intended to be an exhaustive list of duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.
- To act at all times as an ambassador for Future First and the young people that we work with, and to promote a positive image of the team amongst colleagues and partner agencies.

Person Specification

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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Awareness of the Children (Leaving Care) Act 2000, Care Act 2014, Carer’s and Disabled Children Act 2000, Education Act 1996 , Chronically Sick and Disabled Persons Act 1970 Mental Capacity Act 2005 , Children and Social Work Act 2017 and the Asylum and Immigration Acts.	x		A/I
Working knowledge of the impact of trauma, and how that can present in the social, emotional and behavioural presentation of care experienced young people.	x		A/I
A developing awareness of systemic practice and it’s influence on approaches to working with vulnerable young people, their families and networks.		x	A/I
Experience	Essential	Desirable	Assessed
Social Worker registered with Social Work England with a minimum of 1 years post-qualifying experience	x		A/I/C
Substantial experience of working directly with young people aged 16-25 and experience of undertaking work under the Care Act 2014	x		A/I
Clear risk assessment skills, including managing safeguarding issues, particularly when working with young people with complex needs.	x		A/I
Experience of undertaking Capacity Assessments		x	A/I
A demonstrable commitment to involving young people in planning for their future; identifying with them what support they need, and helping them to access that support from a variety of agencies, community resources and from within their own networks.	x		A/I/T
Experience of building supportive relationships with vulnerable young people, some of whom lack trust in professionals.	x		A/I/T
Experience of supporting young people with Learning Difficulties and Mental Health issues	x		A/I
Skills	Essential	Desirable	Assessed
Commitment and passion for improving outcomes for young people leaving care.	x		A/I

Ability to build and maintain positive relationships with key partner agencies.	x		A/I
Excellent communication skills, both written and verbal. Excellent written record keeping and good quality report writing.	x		A/I/T
Strong commitment to working in ways that reflect diversity of culture, gender, sexuality, language and ability.	x		A/I
Trained in working with young people with ASD		x	A/I
Qualifications	Essential	Desirable	Assessed
Degree equivalent standard education. Qualified Social Worker registered with Social Work England.	x		A/I/C

A – Application form / CV
I – Interview
T – Test
C - Certificate