

Job Profile comprising Job Description and Person Specification

Job Description

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| Job Title: Social Worker / Senior Social Worker | Grade: Social Worker: PO1 Senior Social Worker: P02 |
| Section: 0-25 Disability Team | Directorate: Children's Services |
| Responsible to following manager: Team Manager | Responsible for following staff: |
| Post Number/s: SC744/SC494/SC742 | Last review date: |

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.

Specific Duties and Responsibilities

1. To carry a caseload (long term and short term) as allocated by the Team Manager / Deputy Team Manager and within the priorities of the Special Needs, Disability and Psychology Service.
2. To act as a Duty social worker at direction of the Deputy Team Manager.
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 Team 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.

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 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 Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Team structure

For the current structure please go to The Loop.

Person Specification

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| Job Title: Social Worker / Senior Social Worker | Grade: Social Worker: P01 Senior Social Worker: P02 |
| Section: 0-25 Disability Team | Directorate: Children's Services |
| Responsible to: Team Manager | Responsible for: |
| Post Number/s: SC744/SC494/SC742 | Last Review Date: |

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.

| Requirements | Assessed by A & I/ T/ C |
|---|-------------------------------|
| Experience and Knowledge | |
| 1. Experience of providing a social work service to children and families gained in a Local Authority, Health Agency or Voluntary Organisation. | A/I/T |
| 2. Experience of work in a multi-racial setting. | A/I |
| 3. Experience of practice in child protection and the statutory role of the Local Authority in ensuring the protection of children. | A/I/T |
| 4. Knowledge of current research undertaken in relation to disabled children and their families. | A/I/T |
| 5. Knowledge of relevant legislation and best practice relating to children in public care with particular reference to children with disabilities. | A/I/T |
| Skills and Abilities | |

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| 6. Ability to offer consultation and training to other agency. (This is for experienced social workers only) | A/I |
| 7. Ability to work in partnership with children and families taking into account, racial, cultural, religious and disability factors. | A/I |
| 8. Ability to carry out assessments, collecting and analysing all relevant information and following current guidance on assessment in children and families work. | A/I/T |
| 9. Ability to select appropriate interventions, taking into account, racial, cultural, religious and disability factors. | A/I/T |
| 10. Ability to engage effectively with children and their parents/carers, showing an understanding of their development needs and how disability may impact on development. | A/I/T |
| 11. Ability to use authority sensitively and effectively in partnership with other relevant agencies. | A/I |
| 12. Effective oral and verbal communication skills, including report writing skills. | A/I/T |
| 13. Ability to use supervision to maximise personal effectiveness and for professional development. | A/I/T |
| 14. Ability to work under pressure and to manage stress. | A/I |
| Qualifications | |
| 15. Diploma in social work, CQSW or other recognised professional social work qualification. | A/ C |

A – Application form / CV

I – Interview

T – Test

C - Certificate