**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Social Worker/Senior Social Worker | **Grade**:  SO2-PO3 |
| **Section:**  Children and Families, Specialist Services | **Directorate:**  Children’s Services |
| **Responsible to following manager:**  Centre Manager- Woking Close and Falcon Grove | **Responsible for following staff:**  N/A |
| **Post Number/s:**  S732605 | **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.

**Wandsworth Family Assessment Centres**

Wandsworth Children’s Services has 2 Family Centres which provide specialist residential / community- based parenting assessments and programmes of intervention to families with young children in need or at risk of harm. The service is targeted to meet the needs of families who face significant challenges and difficulties in their capacity to parent, and where court proceedings have been initiated or are being considered.

**Job Purpose**

The core purpose of the role is to ensure that all children remain safe and have improved outcomes as a result of the provision of high-quality Parenting Assessments, support and interventions.

**Important internal relationships**

* All teams and staff within the Children and Families Division and Safeguarding Standards Service
* Heads of Service, Service Managers and Team Managers across Wandsworth Children’s Services.
* All staff across Commissioning, Prevention and Early Intervention and Education, Performance and Planning.
* Colleagues from teams across the Shared Staffing Arrangement (SSA)

**Important external relationships**

* Children, young people and their families
* All relevant partner organisations that Wandsworth Children’s Services works in partnership with including schools, external service providers and the private and voluntary sector including foster carers and residential care providers; Police; Probation, Child and Family courts
* External agencies and authorities commissioning our Residential Service (including social workers, managers, service managers, placements and commissioning teams)
* Representatives of the key government departments, national bodies and networks
* Local residents and other customers
* For residential- With OFSTED and allocated Ofsted inspector

**Specific Duties and Responsibilities**

* To be the allocated assessor of complex parenting assessments with a high degree of personal accountability and discretion, undertaking one-to one and co-work, working closely alongside other key lead professionals and colleagues from across CSS and other partner agencies to deliver best practice through an integrated response.
* To provide fast and flexible response to families who might be in crisis during the period of their assessment. This may involve crisis management, mediation, conflict resolution and rapid response support to families and young people, to reduce and prevent the risk of family breakdown.
* To develop programs and plans of assessment and intervention for high risk and vulnerable children and families. To be flexible and adaptable in your approach to assessments of families who have a multitude of high risk factors impacting on their daily functioning.
* To carry out agreed plans of work with families living in residence or in the community. This will include targeted specialised one-to-one sessions with parents, direct work with children and setting shared achievable goals with families.
* To promote evidence-based practice in direct work with families and the use of evidence-based parenting assessment programs.
* To develop, encourage and reinforce positive behaviour through working with the families to address elements of their risky behaviour to reduce risk to the children.
* To apply effective assessment and management of risk, taking appropriate action to ensure that the children and families remain safe, and continue living within their own family networks wherever safely possible.
* Assess and monitor risk for children and young people and take responsibility for informing the appropriate line manager where necessary.
* To work in partnership and closely liaise with colleagues from other agencies in the statutory, voluntary and community sectors to ensure a high standard of service to families.
* To maintain appropriate statutory and administrative records for children, young people and families. All written work should be of a high standard, some of which will need to be presented in Child and Family Court.
* To attend and contribute to planning and review meetings, Core and TAC meetings, CP Case Conferences and court as required.
* To undertake specific tasks for absent colleagues on cases requiring action under the direction of the manager/PSW.
* To participate in regular, reflective and structured case and personal supervision sessions in accordance with Departmental procedures. You will also be expected to participate in learning and discussions (including team meetings) concerning the continued development of the service and how we can best meet the changing needs of the families we work with.
* To ensure that the work undertaken complies with the professional standards expected within the Department.
* To undertake responsibility for certain tasks both with cases and within the Family Centre setting and the building to ensure a smooth running and effective service is provided always.
* To assist in budgeting, care of the facilities and building and administration as directed by the Centre Manager and PSW’s. This includes supporting to ensure that the building and its facilities are maintained to a high standard, and that health and safety regulations are followed for yourself and the families visiting/residing in the building.

**For the Community Setting**

* Family Assessment Centre Social Workers are required to take the lead in allocated parenting assessments and interventions. This involves the above responsibilities, but also the completion of a final report on the assessment. These reports will be submitted to the team commissioning the work, which may then be used for Child Protection conferences, Child in need work and more commonly, in court proceedings. This work will be overseen by a Principal Social Worker but will be written by the Social Worker.

**For those workers trained in Family Group Conferencing**

* Where Social Workers have been trained to undertake Family Group conferences, and this task is allocated to them by the centre manager, they will be required to undertake the Family Group Conferences within Wandsworth. Workers will manage their incoming referrals for an FGC, the arranging and co-ordination of the meetings. This includes liaising with the allocated social workers, meeting with the wider family networks of referred families, coordinating the FGC meeting and producing a plan/report to be shared with the family and professionals. This will also include reviews of the FGC plan where appropriate.

**For the Residential Setting**

* Social Workers in the residential setting will be required to work flexibly, based on the needs of the service and the families allocated to them. The core hours are 9am to 5pm, Monday to Friday, but social workers are expected to contribute to a predetermined shift rota.
* Workers will be required to manage a high level of risk and vulnerable families in the setting, sometimes without managers on site.
* To understand and comply with Ofsted specific regulations and standards.

**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.
* To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 1989, 2004, the Children and Families Act 2014, Working Together and other key legislation in relation to child protection and safeguarding. For the residential setting: Understand the Residential Care Standards Act and the National Minimum Standards and how these impacts our work.
* 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.

**Additional Information**

* To be available to work outside of office hours and at weekends as part of your scheduled working week.

**Team structure**

The Falcon Grove Family Assessment Service has the following staff:

Centre Manager x 1

Assistant Team Managers x 3

Social Workers x 2

Family Assessment Workers x 6

Residential Shift Workers x 3

Administrator x 1

Casual Staff Members

This job description is intended to give an indication of the main duties involved but is

not meant to be an exhaustive list.

**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.

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| **Person Specification Requirements** | **Assessed by**  **A&I / T / C (see below for explanation)** |
| **Knowledge** | |
| Systematic working knowledge and understanding of Children Act 1989 and 2004; including awareness of current national policy drivers, legislation, affecting children’s social care. Up to date knowledge of current legislation, e.g. Working Together 2015, Health and Social Care Act 2012, Munroe and new evidenced-based research.  For the Residential Service: knowledge of the Ofsted regulations, Care Standards Act 2000 and National Minimum Standards that guide residential services. | A&I |
| Highly developed knowledge of theory and practice of assessment, planning and intervention; substantial knowledge of relevant legislation and its application; acquired through professional qualification in social work plus considerable experience in relevant field. Specific knowledge and experience of models of assessment and intervention related to family work and parenting in statutory and/ or residential settings, and within court proceedings. | A&I |
| In depth knowledge and understanding of the needs of children and young people; the ability to work with difference, disadvantage and power imbalance, to work with children and their parents/carers and to involve them in planning and decision making.  This should include understanding the significance of personal and professional boundaries and ability to manage and model good practice in this respect. | A&I |
| Knowledge and understanding of the needs of children and young people; the ability to engage with children and their parents/carers and to involve them in decision making. | A&I |
| **Experience** | |
| Proven experience of working together with others across statutory and voluntary agencies, providing a statutory social work service applying in practice, the principles of care legislation relating to child protection, looked after children and the provision of services to children in need gained in statutory settings. | A&I |
| Experience and ability to work with people in an anti-discriminatory way with a good understanding of the need for a Council policy on equal opportunities in service provision. | A&I |
| **Skills** | |
| Extensive knowledge of evidence-based practice and a track record of integrating this into own practice and service delivery and the ability to identify appropriate interventions. | A&I |
| Effective oral and written communication skills, including formal report writing. | A&I |
| Ability to maintain accurate and up to date recording of work undertaken in the children’s case files in compliance with the Council’s procedures. | A&I |
| Ability to organise and prioritise own workload and to work under pressure maintaining quality standards and meeting deadlines. This includes a high level of competence and confidence in legal proceedings in the family courts, preparing evidence statements/court reports and giving evidence. | A&I |
| Ability to use supervision and appraisals to maximise personal effectiveness and for professional development. | A&I |
| Ability to work flexible hours as required to meet the needs of the children, young people and their families. | A&I |
| Applied skills in a range of social work approaches and methods of assessment of risk and needs. | A&I |
| **Qualifications** | |
| Appropriate social work qualification (CSS/CQSW or Dip SW, MA SW, BA Hons SW) and Current HCPC registration. | A&I |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**