

## Job Description



### Community Services Directorate

### Social Services Division

<b>Post Title</b>	<b>Senior Social Work Practitioner - Children's Services</b>		
<b>Post Number</b>	<b>BG03515</b>	<b>Grade 10</b>	
<b>Base</b>	<b>The Family Resource Centre Ebbw Vale</b>	<b>Hours of Work</b>	<b>37 hours per week</b>
<b>Car User Allowance</b>	<b>Casual</b>	<b>Disclosure</b>	<b>Enhanced</b>
<b>Contact</b>	<b>Sally Indge</b>	<b>Updated</b>	<b>September 2015</b>
	<b>Tel: 01495 356016</b>		

### Principal Job Purpose

Responsible to: Team Manager

Responsible for: Providing a high quality service in relation to all aspects of the assessment and care management process and to assist the Team Manager with providing mentoring and support to qualified social workers and unqualified posts

### Principal Accountabilities

1. To act appropriately to tasks allocated by your Team Manager.
2. To assist in ensuring that there is a good understanding of child protection matters in the Team.
3. To carry out quality assessments of need and formulate individual Care Plans which are informed by best Departmental practice, guidance and resources.
4. To manage a caseload and associated administration tasks including preparation of reports and case recordings.

5. To ensure that appropriate information is available for service users and carers and to promote the involvement of users and carers in both care planning and service development.
6. To provide mentoring and support to qualified and unqualified staff.
7. To identify training needs of qualified and unqualified staff and liaise with the Training Section identifying the most appropriate support.
8. To work in cooperation with colleagues in this Department and in other agencies in order to provide an efficient service to service users and carers.
9. To chair planning meetings and core groups as appropriate.
10. To attend team meetings and undertake any necessary and appropriate team duties and activities.
11. To cover for the Team manager during periods of their absence e.g. annual leave, sickness, meetings.
12. To contribute to the professional development of less experienced colleagues and the supervision of staff and students as appropriate
13. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
14. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

## Person Specification – Senior Social Work Practitioner

1. Qualifications & experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Qualifications/relevant experience					
CQSW; Diploma/Degree in Social Work or equivalent.	Essential	√			
Registered as a Social Worker by the Care Council for Wales	Essential	√			
Post-qualifying social work award	Desirable	√			
Substantial post qualifying childcare experience within a statutory children's services team.	Essential	√			
Experience of undertaking assessments developing care / support plans and writing complex reports for a variety of audiences	Essential		√		
Working in partnership with children, their families and other agencies	Essential	√			
Experience of mentoring / supervising others (students / volunteers / staff)	Essential	x			
Ability to prioritise work, making decisions on competing demands and taking responsibility for them.	Essential		√		
Experience of assessment of need and assessment of risk.	Essential		√		
Experience of monitoring and evaluating service delivery.	Essential		√		

Knowledge/Skills	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Knowledge of current legislation, guidance regulations and standards in relation to the Children Act 1989 plus successive legislation made.	Essential	√	√		
Comprehensive knowledge of working within a statutory Children's Services.	Essential	x	√		
Knowledge and understanding of current research and good practice in Child Care	Essential				
Knowledge of the assessment framework.	Essential	x			
An understanding of child development	Essential	x			
An understanding of child protection practices and procedures	Essential	x			
Excellent report writing skills for a variety of audiences	Essential		√		
Able to meet deadlines	Essential	√			
Ability to work independently when required, showing drive and initiative	Essential		√		
I.T. literate	Essential	√			
Negotiation skills when working with families and other agencies	Essential		√		
Ability to motivate and encourage staff in order to ensure best practice	Essential	x	√		
Skills in training and presentation	Desirable		√		

2. Special Requirements	Essential	Desirable
Current driving licence and access to a vehicle for work purposes	√	

### 3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

### Assessment Method

Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Managing the Team</b>	Sets an example to the team by own approach and attitude				✓
	Gets the best out of people by developing the skills, experience, and ambition of self and team	✓			✓
	Ensures equality & diversity issues are integral to service delivery		✓		✓
	Recognises when it is necessary to take a firm but appropriate line				✓
	Supports & encourages good work-life balance in the team				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Delivering a Continually Improving Service</b>	Ensures the team understand how they contribute to achieving operational objectives				✓
	Is focused on continually improving performance of self and team and gives regular, constructive feedback on team/individual performance				✓
	Challenges poor performance appropriately				✓
	Is positive about improving the service and identifies potential benefits for the citizen				✓
	Consults team and others, inside and outside the organisation, for improvement ideas				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Communicating</b>	Uses appropriate and precise methods of communication		✓		✓
	Communicates positively and respectfully				✓
	Checks others' understanding				✓
	Clearly explains and justifies decisions made elsewhere				✓
	Encourages team members to think about and suggest improvements				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Making Informed Decisions</b>	Considers implications of proposed decisions				✓
	Ensures decisions link to continually improving performance				✓
	Uses problem solving as a method of improving the service				✓
	Seeks clarification or challenges appropriately				✓
	Explains decisions appropriately				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Working Together</b>	Understands the benefits of working together		✓		✓
	Promotes and contributes to partnerships to continually improve services for the citizen		✓		✓
	Networks effectively internally and externally		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Putting the Citizen First</b>	Recognises the importance of the citizen's input to improving the service				✓
	Ensures team is focused on serving the citizen as the first priority		✓		✓
	Seeks feedback from the citizen on the quality and appropriateness of service delivery				✓
	Is positive about the organisation and the community it serves				✓