

**Job Description****Social Services Directorate**

Post Title	Social Worker		
Post Number	Various	Grade	Grade 8
Base	Anvil Court	Hours of Work	37 hours
Car User Allowance	Approved Casual	Disclosure	Enhanced
Contact	Sarah Thomas-Britton / Alison Minett	Updated	July 2018

Politically restricted **No** **Yes ***

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

Principal Job Purpose

Responsible to: Team Manager

Responsible for: To provide and develop an enhanced level of social work skills within standards or practice. To comply with all relevant legislation, guidance, national and Departmental policies.

Principal Accountabilities

1. To provide social work assessment and care management in line with the policy and procedure of the Authority.
2. To effectively manage a caseload.
3. To assist and empower service users to develop their potential for independence and enable them to exercise choices wherever possible.
4. To ensure the implementation of agreed plans, monitor progress and coordinate the process of reviews that involve service users, carers and associated professional and partner agencies.
5. To provide full information and advice on the availability of services, the appropriateness of service provision and statutory responsibility of the Department.
6. To write clear and concise reports for a variety of audiences, including court and safeguarding.
7. To act as an advocate in pursuit of the service users' best interests, including educator to professional colleagues and the community at large, the needs and rights of the service user.

8. As required, to provide or access information or refer appropriately to alternative agencies in matters which require specialist or specific advice, e.g. Welfare rights, legal rights.
9. To represent Social Services perspective in multi-disciplinary settings etc.
10. To undertake supervision, personal/professional development and training as required, and in accordance with relevant National/ Local and Departmental policies.
11. To comply with all relevant County Borough Policies.
12. To undertake any additional duties appropriate to the role of Social Worker, as required by management.
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 – Social Worker

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	App Form	Interview	Other (please specify)	Probationary Period
CQSW: Diploma or BA honours in Social Work	Essential	✓			
Registered with Social Care Wales	Essential	✓			
Other Experience					
Social Work experience in Children or Adults Services including placements	Essential	✓	✓		
Knowledge/Skills					
Knowledge of current legislation, guidance, regulations and standards	Essential	✓	✓		
Knowledge and understanding of research, legislation and good practice	Essential	✓	✓		
Good written and verbal communication skills with the ability to write reports	Essential	✓			
Ability to work as part of a team and in partnership with other agencies	Essential	✓	✓		
I.T literate	Essential	✓	✓		
Well-developed negotiating skills	Essential	✓	✓		
Effective problem solving skills	Essential	✓	✓		
Ability to analyse and evaluate information and to apply criteria to make prioritised judgements	Essential	✓	✓		
Knowledge of anti-discriminatory practice and equal opportunities	Essential	✓	✓		

2. Welsh Language Requirements (please select one of the following)

	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable	✓			

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

3. Special Requirements

	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Current driving license, ability to travel as required and access to a car for work purposes.	Essential	✓			

4. 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					
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Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

Assessment Method					
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Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feedback results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Assessment Method					
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Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓