



### **Social Services Directorate**

<b>Post Title</b>	<b>Senior Social Work Practitioner - Children's Services</b>		
<b>Post Number</b>	<b>BG03405</b>	<b>Grade</b>	<b>9</b>
<b>Base</b>	<b>Agile Worker / Anvil Court, Abertillery</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>Sarah Thomas-Britton, Tel: 01495 356103</b>	<b>Updated</b>	<b>January 2022</b>

### **Principal Job Purpose**

Responsible to: Service Manager

Responsible for:

Providing a high quality service in relation to all aspects of the referral, decision making, assessment and care management process. This will include chairing complex meetings supervision of staff, and ensuring performance and data information is properly collated and recorded on the WCCIS system and monitored in accordance with quarterly reporting requirements.

### **Principal Accountabilities**

1. To act appropriately to tasks allocated by your Service Manager.
2. To assist in ensuring that there is a good understanding of child protection matters in the Team.

3. To undertake decision making in relation to new referrals and to co-ordinate quality, proportionate assessments of need informed by best Departmental practice, guidance and resources.
4. To ensure that appropriate information is available for citizens and carers and to promote the involvement of citizens and carers in both care planning and service development.
5. To work closely with the performance and data collection service to ensure accurate information is recorded and available for quarterly reporting purposes.
6. To provide supervision, mentoring and support to staff.
7. To identify training needs of staff and liaise with Workforce Development in 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 citizens and carers.
9. Where appropriate to chair complex meetings.
10. To attend team meetings and undertake any necessary and appropriate team duties and activities.
11. To contribute to the professional development of less experienced colleagues as appropriate
12. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
13. 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 in Social Work or equivalent.	Essential	√			
Registered as a Social Worker by the Care Council for Wales	Essential	√			
C-PEL Advanced Practitioner 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		√		
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 operational social work in Children's Services	Essential	√	√		
Comprehensive knowledge of working within a statutory Children's Services.	Essential		√		
Knowledge and understanding of current research and good practice in Child Care	Essential		√		
An understanding of child development	Essential		√		
An understanding of child protection practices and procedures	Essential		√		
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		√		
Skills in training and presentation	Essential		√		
	Desirable		√		

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

<b>3. Welsh Language Requirements</b> <b>(please select one of the following)</b>	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.

#### 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.

<b>Assessment Method</b>
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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				✓
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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				✓