

Job Description



Social Services Directorate

Post Title	Social Worker - Childrens Services		
Post Number	BG03517	Grade	Grade 8
Base	Family Resource Centre Beaufort Rd	Hours of Work	37 hours
Car User Allowance	Approved Casual	Disclosure	Enhanced
Contact	Sally Indge	Updated	November 2015

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, eg 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 that are 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 the Care Council for 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. 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	✓			

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
Leading People	Sets the standard of leadership for the service				✓
	Provides clear direction and goals for the service				✓
	Takes direct responsibility and is accountable for actions				✓
	Ensures the principles of equality and diversity are embedded in the service				✓
	Recognises and celebrates others' contributions & achievements				✓
	Challenges inappropriate behaviour				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating the Vision	Translates the vision into operational objectives				✓
	Develops long term objectives and strategies for own service area to achieve the vision				✓
	Proactively promotes the vision to others				✓
	Ensures others understand how their role contributes to achieving the vision				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Facilitating High Performance and Results	Is committed to continually improving performance of self and others				✓
	Sets ambitious performance targets and priorities for self and others				✓
	Gives regular, constructive feedback on team/individual performance				✓
	Motivates others to achieve and improve performance				✓
	Recognises and celebrates success				✓
	Challenges poor performance appropriately				✓
	Seeks learning opportunities from results				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Maximising Potential	Encourages and develops personal accountability in others				✓
	Encourages others to think for themselves				✓
	Promotes risk-taking and supports appropriately				✓
	Develops the skills, experience, and ambition of others at all levels to enhance flexibility of services				✓
	Promotes development in self and others				✓
	Supports and trains others in own areas of expertise				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Promotes a culture of open communication				✓
	Communicates effectively, using a variety of styles, with a broad range of people				✓
	Creates and develops networking opportunities to influence				✓
	Actively listens and respects others' points of view				✓
	Checks own and others' understanding				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Making Informed Decisions	Considers implications of proposed decisions				✓
	Ensures decisions link to continually improving performance				✓
	Understands problem solving is part of the improvement process				✓
	Has the confidence to make ambitious, difficult, or unpopular decisions				✓
	Is able to justify and explain decisions				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Working together	Understands partnerships in the context of the "big picture"				✓
	Promotes and contributes to multi-agency partnerships to continually improve services for the citizen				✓
	Networks effectively internally and externally				✓
	Identifies the expertise of others				✓
	Proactively shares knowledge and information				✓
	Seeks out the most appropriate people to contribute to partnership working, both inside and outside the service				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Promoting a Citizen Centred Culture	Recognises the importance of contributions from the community to setting and achieving continually improving services				✓
	Promotes and develops a continually improving citizen-focused culture within the service				✓
	Contributes to initiatives enabling regular consultation and feedback from citizens on the quality and appropriateness of service delivery.				✓
	Engages with the community appropriately and respectfully				✓
	Is an ambassador for the organisation and the community it serves				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Working With Councillors	Establishes and continually improves positive and appropriate interaction with all Councillors				✓
	Provides timely, constructive, high quality professional advice to assist the political decision making process				✓
	Abides positively with the protocols relevant to the political relationship				✓
	Is confident to refer enquiries to others when appropriate				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Pushing the Boundaries	Regularly and constructively challenges the status quo				✓
	Proactively thinks how potential change will affect the citizen				✓
	Taps into the innovative and creative potential of others				✓
	Considers different methods/approaches				✓
	Encourages others to suggest new ideas				✓
	Supports and develops others' ideas				✓
	Looks creatively inside and outside the organisation for new ideas and actively shares good practice				✓