



## Job description

### Details of the job

Post title:	Social Worker
Salary grade:	J
Location:	Northamptonshire
Reports to:	Team Manager
Service area:	Safeguarding and Children's Service

### Overall purpose of the post

To deliver and provide social work services, at a level appropriate for a professionally qualified post, to young people and families to ensure the welfare of children and young people is safeguarded and they are protected in accordance with the legal and statutory obligations of Northamptonshire County Council.

The county Council Provides Services for:

- Children Looked After - there is a duty to act like a responsible parent, offering the right type of care and support at all times.
- Children with disabilities
- Children and families in need of support during difficult times
- Children at risk of being abused or harmed
- Children and young people who need help to live in the community or when they leave our care
- Children, who repeatedly offend, help prevent re-offending.

The Post will cover a designated area of work within the Children and Young People's Service. Northamptonshire County Council Children and Young People's Service provides support to families in need using a range of services including Initial Assessment, Children in Need Teams, Specialist Children's Looked After Teams, Children with Disabilities Teams and Adoption and Fostering Services.

### Principal responsibilities

1. Carry out Initial, Core and other specialised assessments as per national guidelines and within prescribed timescales in order to formulate support plans for service users and co-ordinate their implementation or refer the case to the appropriate service area for support to child/family.
2. Manage cases varying in complexity, organise packages of support to service users, assess levels of risk to their health and wellbeing and, in conjunction with

them and their families /carers, monitor and review their situations so that support can be adjusted as appropriate to their needs.

3. Work directly with family members providing advice and guidance. Work to empower service users, promote their participation in planning and evaluation of services to increase their levels of self sufficiency, competence and to facilitate independence from social service assistance.
4. Liaise with and take a professional lead in involving appropriate staff and agencies and cases and arrange for contact as necessary to meet the needs of service users and within the remit of the County Council. Take initiative in establishing resource, for instance, group work programmes and specialist counselling to meet the needs of service users.
5. Attend and participate in multidisciplinary teams and meetings, planning reviews with colleagues and relevant professional staff to assist and analyse the needs of service users and to plan care programmes in accordance with those needs.
6. Ensure all information and reports relevant to work carried out is recorded, updated and completed in an efficient and timely manner and according to Directorate/legislative policies and procedures so that decisions made and acted upon are fully evidenced and provide sufficiently for audit, court or any other legitimate purpose.
7. Give written/verbal evidence in court/adoption/fostering panels when required to do so, carry out all necessary planning and assessments related to proceedings in conjunction with relevant professionals, and provide and deliver evidence to support decisions and recommendations made by social services to safeguard children at risk.
8. Implement actions agreed by the courts to ensure the safety and wellbeing of service users within the specified timeframe. This could be instant removal of children from their home and placement in an appropriate care or foster home or less immediate actions to secure their wellbeing and to link with colleagues in other agencies to enable successful partnership working within a climate of mutual respect
9. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
10. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.
11. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## PERSON SPECIFICATION

Post Title:	Social Worker
Grade	J
Service Area:	Children and Young People's Service

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>Education and Qualifications</b>	<p>CQSW/CSS DipSW/Degree in Social Work or Home Office letter of Recognition, or equivalent.</p> <p>This post requires satisfactory Disclosure &amp; Barring Service clearance</p> <p>HPC registration</p>	<p>PQ Award</p> <p>Evidence of Post Qualification learning and Development</p>
<b>Experience and Knowledge</b>	<p>Demonstrate knowledge of current legislation relating to role such as the Children Act, Human Rights, Health and Safety, Every Child Matters, Care Matters, the Public Law Outline etc.</p> <p>Knowledge and experience of child protection policies and procedures demonstrated through significant practice experience.  <b>NQSW's must be able to demonstrate significant pre-qualification children's social care work experience.</b></p> <p>At least three years post qualifying experience if undertaking role within Adoption Services.</p> <p>Awareness of the professional and ethical context of the work and the organisation.                      Multi-agency working.</p>	<p>Experience of more than one client group.</p> <p>Knowledge and experience of NCC procedures and LSCBN procedures.</p>

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
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<p><b>Ability and Skills</b></p>	<p>Excellent written and verbal communication skills including ability to use word and excel to produce reports carry out correspondence and keep accurate records.</p> <p>Knowledge and understanding of using appropriate assessment tools and research.</p> <p>Excellent organisational ability.</p> <p>The ability to travel effectively to various locations at short notice.</p> <p>Be able to represent the department effectively in the public arena.</p> <p>Ability to negotiate effectively with other agencies.</p> <p>Ability to organise self</p> <p>Ability to prioritise work.</p> <p>Confidence to work on own initiative.</p> <p>Able to work under pressure.</p> <p>Willingness to undertake further training</p> <p>Awareness of the professional and Ethical context of the work and the Organisation</p> <p>Able to demonstrate a clear understanding of and commitment to Health &amp; Safety and a willingness to undertake training to enable implementation of procedures. Able to apply it effectively with both clients and staff.</p>	<p>Experience of Care First operating system.</p> <p>Able to make risk assessments to protect self.</p>
<p><b>Equal Opportunities</b></p>	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</p>	