

Grading

Job Description and Employee Specification

<u>Job title:</u> Specialist Social Worker	<u>Service area:</u> Children's Disability
<u>Post number:</u>	<u>Division:</u>
<u>Grade:</u> 7/8/9 Career Graded	<u>Section/team:</u> Children and Families
<u>Overall purpose of job:</u> To plan, provide and evaluate a range of person-centred social work interventions for disabled children and young people and their families, enabling assessed needs to be met, outcomes to be achieved and children to be safeguarded from harm. To work collaboratively with children, families and partner agencies to promote independence, inclusion, wellbeing and successful transition into adulthood where appropriate. Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
<u>Main responsibilities:</u> Referral and Assessment Basic (Grade 7) and Developed (Grade 8) - Undertakes holistic assessments of disabled children and young people under Section 17 of the Children Act 1989, considering developmental needs, parenting capacity, family circumstances and the impact of disability. - Undertakes safeguarding enquiries and assessments, ensuring risks to disabled children are identified and appropriately addressed. - Works closely with health, education, short breaks services and other agencies to ensure coordinated support for disabled children and their families. - Ensures communication methods are adapted to meet the child's individual needs, enabling their views, wishes and feelings to be heard and considered. - Supports the assessment of children requiring specialist packages of support and care arrangements. Advanced (Grade 9) - Provides advanced specialist expertise regarding disability, complex health needs, communication needs and safeguarding disabled children. - Leads on complex assessments and interventions where disability, safeguarding and family support needs are interrelated.	

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- Provides consultation and guidance to colleagues regarding work with disabled children and their families.

Case Management

Basic (Grade 7)

- Formulates and implements child-centred plans that address the assessed needs of disabled children and young people.
- Coordinates multi-agency plans involving education, health, short breaks, and community resources.
- Supports children and young people through key transition points, including transition between services and transition to adulthood.
- Ensures children are protected from abuse and neglect whilst recognising the increased vulnerability experienced by disabled children.
- Promotes participation and uses alternative communication methods where required.

Developed (Grade 8)

All of the above plus:

- Undertakes specialist social work interventions with disabled children and young people who have complex needs, behavioural challenges, communication differences or significant safeguarding concerns.

Advanced (Grade 9)

All of the above plus:

- Manages highly complex cases where disability, safeguarding, court proceedings, deprivation of liberty considerations, behaviour support and multi-agency planning intersect.
- Provides an advanced level of Social Work expertise and knowledge to the team and uses this knowledge to support other less experienced workers and to develop professional social work practice across the service.

Knowledge, skills and experience:

Basic (Grade 7)

- Knowledge of the needs of disabled children and young people and the impact disability can have upon family life.
- Understanding of communication methods used with disabled children and young people.
- Awareness of legislation and guidance relating to disabled children.
- Qualified and Registered with Social Work England.
- Has a basic working understanding of the law relating to children, practice guidance, and government initiatives.
- Basic assessment skills and knowledge of the National Assessment Framework
- Knowledge of child development
- Ability to establish relationships and maintain trust with children and families.
- Ability to formulate professional working relationships with other agencies and professionals.

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- Ability to structure your time and manage your own caseload with support and advice required.
- Report writing skills and the ability to maintain accurate records.
- Experience of working with and providing support to children and their families. The ability to work in partnership with children, young people and their carers taking a strength based and solution focussed approach to practice.
- The ability to work as part of a team and autonomously with support.

Developed (Grade 8)

All of the above plus:

- Developed understanding of statutory duties towards disabled children and young people.
- Knowledge of the increased safeguarding risks experienced by disabled children.
- Ability to undertake complex assessments considering disability, family functioning and safeguarding concerns.
- Ability to work effectively with education, health and multi-agency professionals.
- An ability to work appropriately and professionally (with support required) within the court arena.
- Provide court reports within the required timescales, give evidence in court as required.
- An understanding of roles and responsibilities within a multi-agency framework, i.e. child protection, children in care or child in need and an ability to work effectively in a multi-agency way.
- Skills in analysis and the use of theoretical frameworks, research and professional knowledge within planning and decision making.
- The use of social work theories practice tools and methods within work with children and families.
- The ability to work within lone working policies and to assess and manage risk to self and others within the day and day work with children and families.
- Safely manage challenging behaviour from either young people or their families.
- The ability to make competent and professional verbal and written presentations at Child protection conferences, Child in need meetings, core groups, child in care reviews etc.
- An ability to manage own caseload, structure time and make autonomous decisions within appropriate delegated responsibilities.

Advanced (Grade 9)

All of the above plus:

- Advanced specialist knowledge of social work practice with disabled children and young people.
- Advanced understanding of legislation, policy and practice relating to disabled children, safeguarding, transition planning and complex care arrangements.
- Ability to provide specialist consultation, mentoring and practice leadership regarding disability social work.

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- Evidence of achieving improved outcomes for disabled children through assessment, intervention and multi-agency planning.

Creativity and innovation:

- Ongoing case management of complex cases; regularly includes responding to young people and children in crisis and intervening to promote the child's safety, prevent family breakdown or stabilise placements.
- Ability to work autonomously within delegations and be responsible for managing complexity, crisis and conflict.
- Ability to assess, analyse and manage risk to children, to families and to self and implement plans effectively to create change and achieve positive outcomes.

Contacts and relationships:

- Works as part of a team of social workers and operational support staff
- Consultation with senior social workers and practice supervisors.
- Consults with more senior managers if required/where appropriate.
- Contact with young people, children, parents/carers, and significant others in promoting the needs of the family.
- Inter-agency liaison in implementing, delivering, and reviewing packages of intervention/support.

Decision making:

Basic (Grade 7)

- Prioritises own workload and is responsible for meeting and adhering to deadlines and procedures.
- Manages day to day casework decisions and is able to identify which decisions need to be actioned immediately and which can wait for line manager approval.
- Utilise supervision effectively.
- To undertake appropriate training identified through appraisal and supervision.

Developed (Grade 8)

All of the above plus

- Is able to make informal decisions (within delegations) on how work is to be undertaken and within a timescale.

Advanced (Grade 9)

All of the above plus

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- Within delegations prioritise own workload and manage caseload autonomously and professionally taking responsibility for how the work is to be undertaken and the approaches and methods used.
- Can supervise/mentor other staff in line with policies, procedures, and delegations.
- Supervision of support of support officers.

Responsibility for resources:

- Contribute to maintenance of the building by reporting to the Line Manager and actioning requests for repairs/modifications.
- Contribute to the safe use of buildings ensuring compliance with building procedures and respectful use of essential items including digital IT equipment and mobile telephone.

WORK ENVIRONMENT

Work demands:

- Routine is interrupted by responding to work demands and responding to young people and families in crisis.
- Flexibility is required as routine can be interrupted by deadlines for reports or other pieces of work at short notice.

Physical demands:

- Keyboard and computer work.
- Working with families with high levels of conflict can be physically and emotionally demanding.
- Driving to appointments to cover the whole of North Lincolnshire.

Working conditions:

- Working conditions are office and community based but a significant proportion of the time is spent working in family homes and driving to and from appointments. The ability to transport yourself efficiently and effectively around North Lincolnshire area. This work is often conducted in highly conflicting environments.

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Work context:

- There are risks of challenging behaviour, violence, threats, verbal abuse, drug misuse including alcohol misuse (service users), challenging behaviour from parent/carers and young people.
- There is a possible risk of infection, i.e. hepatitis, other contagious diseases.

Position in organisation:

Indicate how many staff the post is directly accountable for:

Are posts in more than one location? Yes ☐ No ☐

Is this at the same site? Are the posts managed highly mobile?

Is the supervision/management shared with another post in the structure?

Yes ☐ No ☐

Please indicate which post(s)

You must provide an organisation chart that shows where the job sits within the structure. This should be a simple diagram but with enough detail to put the job into context, i.e. the post holder may manage different groups of staff undertaking different tasks. The chart must show the job in question, the job to which it reports, those jobs which report alongside it and subordinate posts.

Head of SEND and Children's Disability



Lead Officer Disability and Specialist Provision



Specialist Practice Supervisor



Specialist Social Worker

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Job Description Version Control	
Date evaluated	
Date updated	
Updated by (manager name)	
Checked by (HR name)	

ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
Relevant experience of working with children, young people and their families. Knowledge of child & adolescent development. Knowledge of relevant legislation, procedures, and guidance. Knowledge of the national assessment framework. An understanding of statutory and legal responsibilities towards children, young people and their families. Knowledge of roles and responsibilities when working within a multi-agency framework. Knowledge of appropriate social work theories, practice tools, intervention methods and research. Ability to communicate effectively with children, families, and other professionals. Ability to establish effective working relationships with children, families, and other professionals. Ability to structure own time and manage workload effectively. Report writing skills and the ability to maintain accurate records.	
Knowledge, Skills and Experience	Interview
Developed knowledge of child & adolescent development. Knowledge of relevant legislation, procedures, and guidance. Knowledge of the national assessment framework. An understanding of statutory and legal responsibilities towards children, young people and their families. Knowledge of roles and responsibilities when working within a multi-agency framework. Knowledge of appropriate social work theories, practice tools, intervention methods and research. Ability to communicate effectively with children, families, and other professionals. Ability to establish effective working relationships with children, families, and other professionals. Ability to structure own time and manage workload effectively. Report writing skills and the ability to maintain accurate records.	
Education, Training and Qualifications	Original documents
Social Work Degree (Undergraduate or Postgraduate) Equivalent i.e. Dip SW Registered with Social Work England	
Working Arrangements	Interview
37 hours per week. Some degree of flexibility required to meet the needs of the service.	

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DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
Court Experience	
Knowledge, Skills and Experience	Interview
Ability to analyse and manage risk in work with children and their families. Experience of working with children with complex health needs. Knowledge of Mental Capacity Act and Deprivation of Liberty Safeguards. Experience of multi-agency working within SEND and health pathways.	
Education, Training and Qualifications	Original documents
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Working Arrangements	Interview
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THE POST IS SUBJECT TO:

Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974

Yes ☒No ☐

Political restriction

Yes ☒No ☐

The ability to speak fluent English under the Immigration Act 2016

Yes ☒No ☐

• Version Control

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