# Grading
# Job Description and Employee Specification

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|---|---|
| **Job title**:<br>Social Worker | **Service area**:<br>IMAP/Case Management |
| **Post number**: | **Division:** |
| **Grade:** Leave this blank | **Section/team:**<br><br>Children and Families |

**Overall purpose of job**

To plan, provide and evaluate a range of person-centred social work interventions to individuals and their circle of support enabling individuals needs to be met and aspirations achieved.

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.

**Main responsibilities**
**Referral and assessment**
**Basic (Grade 7) (ASYE) and Developed (Grade 8)**

- Provides a duty, contact, referral, and assessment service for members of the public and other professionals making a referral to the specialist social work services. Where appropriate in line with the Assessed and Supported Year in Employment programme of support and assessment for newly qualified social workers (NQSWs)
- Receives referrals and with the appropriate supervision, determines initial service delivery.
- Undertakes enquiries and assessments and with appropriate supervision determines the most appropriate actions and interventions to meet the safeguarding and welfare needs of children in need and children in need of protection.
- Works closely with other agencies and professionals to ensure that the most appropriate services are provided to children and their families to meet their assessed needs.
- Maintains all case records in line with departmental policy and uses computer systems as required.
- With appropriate supervision formulates and implements appropriate plans to meet the needs of children and their families.
- With the support as required presents the above reports within multi agency child protection conferences or other meetings
- With support as required prepares court statements and gives evidence in court.
- Ensures the smooth transfer of cases from the Referral Assessment Service to longer term Case Management Services as appropriate.
- Manage assessments with a greater degree of complexity aligned to skills knowledge and experience.

**Advanced (Grade 9)**
All of the above plus

- Undertakes all of the above autonomously, professionally and within delegations whilst also ensuring that all referrals received by the service have an initial assessment and Social Work interventions are allocated appropriately.
- Provides an advanced level of social work expertise and knowledge of the team and uses the knowledge to support other less experienced workers and to develop high quality and professional social work practice across the service.
- Where delegated acts as a decision maker alongside the Police in determining the most appropriate actions to be taken in case of significant harm to children and young people.

**Case Management**
**Basic Grade 7 (ASYE)**

- With the appropriate supervision, in line with the Assessed and Supported Year in Employment programme of support and assessment for newly qualified social workers (NQSWs) where required, manages a caseload of Children in Need, Children in Need of Protection or Children in Care.
- Works within Children's legislation, policies and procedures to the required practice standards in assessing and meeting the needs of children and their families and carers.
- Maintains all case records in line with departmental policy and uses computer systems and other communication systems as required.
- With appropriate supervision and support, acts as 'Lead Professional' in respect of individual children and young people.
- Works in partnership with families and other partner agencies to provide a range of Social Work interventions to ensure that the assessed needs of children and their families and carers are met and achieve positive outcomes for children.
- Ensures the views, wishes and feelings of children and their families and carers are considered when formulating and implementing plans.
- With supervision and support undertakes statutory case planning for children who are subject to public law orders.
- With supervision and support undertakes assessments and prepares statements for court in respect of Public and Private Law Proceedings.

**Developed (Grade 8)**
All of the above plus

- Takes responsibility for more complex work, commensurate with the level of competence and experience.
- Undertaking specialist social work interventions.
- Providing assessments for Adoption or Foster Panel.

**Advanced (Grade 9)**
All of the above plus

- Manages a caseload of complex work involving multiple and complex safeguarding needs or in respect of children subject to complex Public Law proceedings or Private Law Proceedings
- Manages this caseload autonomously and professionally within appropriate delegations.
- Provides advice, guidance, support, coaching, mentoring and supervision to newly qualified and less experienced social workers within the team.
- 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.

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**Knowledge, skills and experience:**

**Basic (Grade 7) (ASYE)**

- 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 communicate effectively with children, families and other professionals using a variety of appropriate methods relevant to the age and level of understanding.
- Ability to establish relationships and maintain trust with children and families.
- Ability to formulate professional working relationships with other agencies and professionals.
- 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 proving 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

- A developed, working understanding of statutory and legal responsibilities towards children, young people, and their families.
- 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

- Evidence of the use of a variety of research, practice tools and intervention methods in work with children and families and proven evidence of how these interventions have resulted in improved outcomes for the children and young people.
- Manage own caseload efficiently, effectively, professionally and autonomously within appropriate delegations.
- An advanced understanding of statutory and legal responsibilities to children and young people.

- Work appropriately with children and families within Public and Private Law, outlined as appropriate and demonstrate effective and professional working relationship with the Local Authority Solicitors and other personnel within the court setting.
- An advanced and specialist knowledge and expertise within a particular area or areas of Social Work practice.
- The ability to use this knowledge to improve practice across the service by providing training, coaching, mentoring and co-working in order to develop the skills of other less experienced workers.
- The advanced and effective use of Risk Analysis and Risk Assessment Tools in complex cases to influence decisions, interventions, and outcomes.
- Successful completion of the Achieving Best Evidence training. Evidence of appropriate joint working with the police in respect of undertaking Section 47 enquiries in respect of significant harm to children.
- An advanced knowledge and working involvement within various multi-agency safeguarding arenas e.g. MAPPA or MARAC.
- Experience of the supervision, mentoring and professional development of students or newly qualified social workers.

**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 completing the package of work.
- 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

- 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**

- Using keyboard and computer work.
- Working with families with high levels of conflict is physically and emotionally demanding.
- Driving to appointments to cover the whole of the North Lincolnshire Area.

**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.

**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: 0

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)
_____

| Job Description Version Control | |
|---|---|
| **Date evaluated** | 23 February 2023 |
| **Date updated** | 23 February 2023 |
| **Updated by (manager name)** | Julie Bettany |
| **Checked by (HR name)** | |

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

| 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. | |

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|---|---|
| IT skills | |
| **Education, Training and Qualifications** | **Original documents** |
| Relevant Professional qualifications | |
| **Working Arrangements** | **Interview** |
| | |

| **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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|---|---|
| Author | HR Policy Team |
| Status | V0.1 |
| Date approved | 19 September 2012 |
| Last updated | 21 December 2021 |