



## **JOB DESCRIPTION**

**JOB TITLE:** Social Worker

**DIRECTORATE:** Children's Services

**SECTION/DIVISION:** Children's Social Care

**GRADE:** BBCU 10

**DATE PREPARED:** January 2015

**REPORTS TO:** Line Manager

### **JOB PURPOSE:**

1. To carry a workload reflecting increasing complexity, risk, uncertainty and challenge, in line with the capability of a Social Worker with a minimum of one year's post qualification experience in a social work role. Regular supervision will be in accordance with the departmental supervision policy.
2. To work within relevant current legislation and the procedural framework of Bedford Borough Council (the Council).
3. To work collaboratively with children, young people and families/carers to assess their needs and plan and deliver services in accordance with the social work team's service area.

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. Work in partnership with children, young people and families/carers and, through build relationships, to elicit their needs and views and promote participation in decision making.
2. Undertake assessments in accordance with statutory/regulatory and operational standards, policy, and procedures for the service and in the context of assessing risk to children and young people.
3. Plan, implement and review a range of interventions for children, young people and families/carers in accordance with statutory/regulatory and operational standards, policy and procedures for the service.
4. Manage a workload independently, seeking support and suggesting solutions for workload difficulties.
5. Make pro-active use of supervision to support effective practice, reflection and career development and to meet the objectives of Performance Development Reviews.
6. Maintain accurate, up to date records safely and confidentially in accordance with the Council's policies and procedures. Produce succinct, well-structured records and reports, clearly recording and reporting analysis and judgements.

7. Pro-actively engage with colleagues and a range of organisations to identify, assess, plan for and support the needs of children, young people and families/carers in order to promote positive change and independence, whilst demonstrating confident and effective judgement about risk to children and young people.
8. Carry out all duties in accordance with the Council's Equal Opportunities Policy and other policies designed to protect employees and service users from harassment. It is the duty of the post-holder not to act in an oppressive or discriminatory manner towards employees or service users. The post-holder should respond to such practice or behaviour by challenging or reporting it.
9. Meet the requirements of the Professional Capabilities Framework, Social Worker level, and of registration with the HCPC in respect of practice standards, conduct and professional development.

#### **ORGANISATION CHART:**

Assistant Director Vulnerable Children & Children's Social Care

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Head of Social Work

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Social Care Team Manager

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Advanced Social Worker

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Experienced Social Worker

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**Social Worker** / ASYE / SWA / Administrative Staff



## SELECTION CRITERIA

The Selection Criteria for the post should include **qualifications, relevant experience, skills/abilities and styles/behaviors** essential to perform the post

Criterion	
<b>A</b>	<p>Must have a relevant professional qualification (Degree in social work or equivalent) and current Social Work England registration and</p> <ul style="list-style-type: none"><li>• Evidence of successful completion of Assessed and Supported Year in Employment (ASYE) or</li><li>• Evidence of successful completion of the Children's Workforce Development Council's Newly Qualified Social Worker programme or</li><li>• Equivalent proven practice and successful probationary period (Minimum of 1 year)</li></ul> <p>Must have a valid driving licence and use of a vehicle for work purposes, or have the ability to otherwise travel efficiently between locations.</p>
<b>B</b>	<p>Knowledge and understanding of the values and principles underpinning the involvement of children, young people and families/carers, including the right to access independent advocacy and complaints processes.</p>
<b>C</b>	<p>Knowledge and application of the legal and policy frameworks and guidance that inform and mandate social work practice in Children's Social Care.</p>
<b>D</b>	<p>Knowledge and understanding of the practice area relevant to the post, including critical awareness of current issues and evidence based practice research.</p>
<b>E</b>	<p>Knowledge and understanding of the Professional Capabilities Framework as it applies to the Social Worker level.</p>
<b>F</b>	<p>Ability to communicate effectively, verbally and in writing, to a range of audiences including children, young people, parents and carers and professional colleagues.</p>
<b>G</b>	<p>Ability to manage workload independently, maintaining professionalism in more challenging circumstances and seeking support and suggesting solutions for workload difficulties.</p>
<b>H</b>	<p>Ability to gather information so as to inform judgement for interventions in more complex situations and in response to challenge, clearly reporting and recording analysis.</p>
<b>I</b>	<p>Ability to use a range of interventions effectively and evaluate them in practice.</p>
<b>J</b>	<p>Ability to use electronic business support processes for maintaining case recording and diary management.</p>
<b>K</b>	<p>Candidates must demonstrate understanding of and acceptance and commitment to the principles of human rights and equality and how they underpin practice, and have knowledge and understanding of effective customer care.</p>

<b>DBS Required</b> (please indicate the legal reason for DBS – if in doubt discuss with HR)	<input type="checkbox"/> Not applicable for this post <input checked="" type="checkbox"/> Direct supervised or unsupervised contact with children or vulnerable adults <input type="checkbox"/> Working within Fostering & Adoption Service (Any post) <input type="checkbox"/> In a position of authority/trust (Senior Management) <input type="checkbox"/> Other eg: auditors, solicitors
<b>GCSX/PSN User</b>	<input checked="" type="checkbox"/> Yes – criminal records check for unspent convictions required <input type="checkbox"/> No
<b>Work Related Travel</b> (please indicate as appropriate)	<input type="checkbox"/> Not required <input checked="" type="checkbox"/> Ability to travel around the Borough and beyond <input checked="" type="checkbox"/> Provide car for business use (Designated User)
<b>Health &amp; Safety Risk Assessment</b> (please indicate which are applicable)	<input type="checkbox"/> Manual Handling activities <input checked="" type="checkbox"/> Regular exposure to mental pressures and demands <input checked="" type="checkbox"/> Visual Display Equipment – regular use <input type="checkbox"/> Exposure to substances hazard to health <input type="checkbox"/> Exposure to infection <input checked="" type="checkbox"/> Risk of verbal abuse <input checked="" type="checkbox"/> Risk of physical assault <input type="checkbox"/> Working alone <input type="checkbox"/> Adverse environmental conditions <input type="checkbox"/> Use of dangerous machinery <input type="checkbox"/> Driving PSV/HGV vehicles