

Job Specification

Job Title: Senior Social Worker

Grade: 10

Job Evaluation Code: PR1314

Reporting to: Team Manager

Manager's Grade: 12

Location: Within Wakefield Council Boundaries

Service Directorate: Children & Young People's Services

Workstyle: Flexible

Overall Purpose of the Post:

To provide a high quality and comprehensive social work service to children and young people, their families and carers in line with the policies and procedures of the Children and Young People's Directorate and within regulatory and statutory guidelines, the Knowledge and Skills Statement for Child and Family Work and the Social Work England (SWE) Code of Practice.

To contribute to a wide range of statutory social work activities and carry out professional social work tasks in accordance with recognised social work procedures, Signs of Safety, evidence based practice and professional social work ethics.

This is an experienced social worker role with specific responsibilities for managing a caseload of higher levels of complexity. This will include assessment of needs and the management of risk regarding children, young people, their families and carers.

Senior social workers will be expected to maintain and update case notes and other records, write reports as required and give evidence in court in relation to care or other proceedings. They will be expected to provide casework advice, support and guidance to other team members and contribute to the planning and developing of future services and policies, whilst promoting innovative ways of developing support to service users. The role will include the supervising of students and the development of the practice learning setting, including providing support and guidance to newly qualified social workers within the team as required.

	Requirements for the post	
	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> ➤ Appropriate social work professional qualification (BA or MA in Social Work, Dip in Social Work, or equivalent recognised by the Central Council for Education & Training in Social Work) ➤ Registration with Social Work England ➤ Significant post qualifying experience and continuous professional development ➤ Extensive experience acting as workplace supervisor supporting newly qualified social workers and/or social work students ➤ Substantial evidence of maintaining and developing skill and knowledge base in professional field through post qualifying training or other opportunities ➤ Practice Educator Level 1+ 2 (Enabling Others) or commitment to undertake training within 12 months of post to meet service requirements. ➤ Willingness and ability to obtain and/or enhance qualifications and training for development in this role 	<ul style="list-style-type: none"> ➤ Research or academic specialism in Children’s Social Work ➤ Practice Educator

<p>Knowledge</p>	<ul style="list-style-type: none"> ➤ In depth knowledge of relevant policies, appropriate legislation, government guidance and best practice in all aspects of social work in the Local Authority appropriate to the needs of children, young people, their families and carers from diverse backgrounds ➤ A wide knowledge and understanding of the needs of service users ➤ Extensive knowledge and experience of strengths based and evidence based practice and a track record of integrating this into own practice and service delivery ➤ Extensive knowledge of a range of theories and models for Social Work Interventions with individuals, families, groups and communities ➤ Extensive knowledge of the looked after children system and the child protection process ➤ Understanding the knowledge and skills statement for Practice Supervisor ➤ Significant knowledge of the broad range of factors and influences that impact on service users and families (e.g. drugs, domestic violence, mental health issues, etc.) ➤ A broad knowledge of the range of services available to children, young people, their families and carers ➤ Good knowledge and experience in applying and assessing against the social work standards required by the Health & Care Professions Council ➤ Comprehensive knowledge and understanding of the Knowledge and Skills Statement for Children and Family Social Workers ➤ In-depth knowledge of child development, attachment theory, anti-discriminatory practice, Assessment Framework, social work theory and methods ➤ Good knowledge and understanding of the Council's vision for the Children and Young People of Wakefield and how the role contributes to effective use of council resources. 	<ul style="list-style-type: none"> ➤ Working knowledge of appropriate legislation in relation to discipline, for example Mental Capacity Act and Mental Health Policy, Care Act, etc.
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	<ul style="list-style-type: none"> ➤ Awareness of the of the Government’s vision for Children and Family Social Work and the current changes in Health and Social Care across both Children’s and Adults’ services ➤ A good understanding and commitment to Wakefield’s Equal Opportunities policy 	
Experience	<ul style="list-style-type: none"> ➤ Significant experience of working together with others across voluntary and statutory agencies, providing a social work service to children, young people and their families and carers, gained in statutory settings at a practitioner level, undertaking a full range of statutory social work tasks ➤ Substantial experience of direct work with children, young people and families ➤ Significant experience of implementing a child focused approach using the Signs of Safety model ➤ Substantial experience of advocacy and user involvement ➤ Proven ability to negotiate, challenge and manage conflict ➤ A broad range of experience of working as a workplace supervisor supporting student social workers and/or newly qualified social workers ➤ Substantial experience of work in the court arena with appropriate support to obtain and implement court orders ➤ Broad experience in applying reflective practice techniques to critically analyse information to inform decision making and planning ➤ Experience in collating and presenting information to make and contribute to assessments and of using supervision effectively ➤ Experience in recording, collating evidence and communicating effectively using a range of technology, including Microsoft Office, Internet and E-mail ➤ Experience of developing, implementing and reviewing support plans 	

Physical Skills	<ul style="list-style-type: none"> ➤ Keyboarding skills are required to ensure accurate and appropriate information is produced and provided to service users, customers and clients. ➤ Ability to communicate and record information in a clear, concise, logical manner. ➤ Ability to disseminate knowledge effectively and contribute to the delivery of a high standard of service ➤ Ability to travel across the Wakefield district as required as part of the role 	
Competencies and skills	<ul style="list-style-type: none"> ➤ Proven ability to engage with children, young people and their families and carers effectively and to form and develop effective working relationships ➤ Ability to promote service users full involvement in decision making, where appropriate. ➤ Ability to form effective working relationships with other professionals, statutory and voluntary agencies and community resources ➤ Ability to contribute to the promotion of improved outcomes for individuals, families, carers and groups from diverse and disadvantaged backgrounds ➤ Evidence in practice creativity in tackling and solving problems and to work flexibly and creatively in engaging service users ➤ Commitment to practice in a manner that does not stigmatise or disadvantage individuals, groups or communities. ➤ Proven ability to produce written records and reports to a high standard for a variety of purposes with language suited to function ➤ Ability to work independently, plan effectively, manage, prioritise and evaluate work with service users and their families and carers ➤ Ability to exercise individual judgement and consult when and where necessary 	<ul style="list-style-type: none"> ➤ Specific skills in family intervention and support ➤ Court skills

	<ul style="list-style-type: none"> ➤ Able to lead and motivate staff and to plan, organise, prioritise and time manage workloads to meet deadlines ➤ Ability to convene and chair multi-agency and other meetings and represent the Council in a professional capacity ➤ Ability to take responsibility for personal professional practice and development and to apply the social work process in practice. ➤ Ability to make proactive use of supervision to reflect critically on practice and explore different approaches to work and understand the boundaries of professional accountability ➤ Ability to undertake work processes within national and local frameworks ➤ Ability to transfer fundamental social work skills from one service user group to another. ➤ Demonstrate and apply an understanding and commitment to team work together with an individual responsibility to affect outcomes and acknowledge the validity of other approaches. ➤ Able to develop self and others including mentoring, supervision and development of social work students and other social work staff ➤ Proven ability to assess against the Knowledge and Skills Statement for Child and Family Social Work and Social Work England Standards of Proficiency ➤ Able to apply Psychosocial intervention skills 	
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Key Responsibilities

- To carry out the role and responsibilities of a key worker for a caseload which will include complex and statutory work
- To undertake assessment, planning and reviewing work concerning children in need, children subject to child protection plans and children who are looked after in care using the Signs of Safety model and a child-focused approach in accordance with agreed statutory and service procedures.
- To work restoratively with children and young people, families and carers to maintain and develop effective relationships and to help them make informed decisions, enabling them to clarify and express their needs and contribute to service planning
- To be responsible for analysing information to support the ongoing needs of children, young people and their families and carers
- To work directly with children and young people to ensure that assessments and interventions are informed by their views
- To maintain and develop effective working relationships with other professionals within the directorate and with partner agencies to ensure integrated, holistic and multidisciplinary approach to the care management and safeguarding of children and young people.
- To work with children and young people, families, carers and communities to help them make informed choices and decisions, enabling them to clarify and express their needs and contribute to service planning.
- To utilise appropriate information and communication technology to ensure the provision of prompt and efficient services and information to service users, partner agencies and other stakeholders and maintain accurate and complete records.
- To be responsible for planning and negotiating a range of appropriate services and interventions that meet the needs of children and young people within delegated levels of responsibility
- To use high level communication skills including listening, building empathy, consultation and negotiation to ensure positive outcomes for children and young people.
- To innovate and problem solve with the ability to identify appropriate social work interventions in order to promote positive change
- To provide written and verbal reports which are concise, informative and based on analysis of complex evidence which can be used within the legal context
- Where necessary, work in the court arena with appropriate support to obtain and implement court orders
- Work with partner agencies, including the convening and chairing of meetings.

- Work to be undertaken with the supervision and guidance of the Team Manager. This may include elements of co-working more challenging/complex casework.
- Promote the right to advocacy to all children and young people on their caseload, and offer information on how to make complaints
- Make young people aware of whom they can contact outside office hours.
- To accurately maintain and update case notes and other records as appropriate and to ensure that records are kept in accordance with the policies and procedures of the directorate and other agencies
- To use management information systems, keeping them up to date and able to provide concise and accurate information about circumstances and plans within the requirements of data protection
- To work to the Standards of Proficiency set by Social Work England to maintain registration as a social worker
- To work to and within the prescribed Knowledge and Skills for a Children and Family Social Worker
- To effectively act as a mentor/workplace supervisor to newly qualified social workers and to social work students and to assist senior colleagues in the induction and day-to-day activities of students and new members of staff.
- To participate in training and development activities that ensures up to date knowledge, skills and continuous professional development
- To contribute to the development of practice and services through participation in team meetings, workshops and consultations
- To ensure compliance with all responsibilities under Health and Safety at Work Legislation
- To actively promote and support Wakefield Council's Equality and Diversity Policy
- To fully participate in supervision and appraisals.
- To undertake any other duties and responsibilities appropriate to the grade and purpose of the job as may be determined by the Children & Young People's Service
- To assist in any local or national emergency

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibility for Resources

Employees (Supervision):

A Senior Social Worker will be responsible for supporting and supervising social work students, support staff and/or other employees in an equivalent position regularly giving instruction

Financial:

The work may involve occasionally handling cash, processing cheques, invoices or equivalent and potential budgetary responsibility when negotiating resources as a senior social worker

Physical:

A Senior Social Worker must be able to meet the physical and travel/mobility requirements of the posts (with or without reasonable adjustments)

The work may necessitate undertaking duties outside normal office hours.

There will be responsibility for:

- Personal possession of others
- Confidential manual and computer information
- Mobile phone

Customers and Clients:

This post has an impact on people through:

- Personal provision of a service
- Implementing Statutory Regulations
- Meeting regulatory requirements
- Shared responsibility for the development of Policies and Procedures
- Providing advice and guidance

Internal: All levels of staff within Children and Young People's Services, Wakefield Council and partner agencies

External: Health and Social Care partners, General Practitioners, Police, Education, voluntary agencies and other service providers.

Progression within the CYPS Social Work Career Grade:

Progression in the Children and Young People's Services Social Work Career Framework beyond the Social Work Career Grade will require the post holder to demonstrate the skills, knowledge and experience required to deal with increasing levels of responsibility, complexity of work and degree of emotional demand appropriate to the Advanced Social Work Practitioner grade.

All progression beyond Grade 10 in the CYPS Social Work Career Framework (Grade 8 – 12) will be through a formal application and recruitment process into vacant posts.

All social workers are encouraged to participate fully in learning and development activities in order to enhance their own personal development and gain evidence for their continuous professional development log to support progression and ongoing registration.

Working Conditions:

The postholder may have to deal with verbal abuse, aggression or other anti-social behaviour from members of the public and may be subject to disagreeable, unpleasant or hazardous situations.

Wakefield Council operates a controlled smoking policy and work places may have been designated as non-smoking or have designated smoking areas. Where job specifications require the attendance to service user's homes, we cannot guarantee to protect workers from the effects of passive smoking but all efforts will be made to minimise such exposure, in accordance with Wakefield Council's policy on smoking at work.

Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 2 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with Social Work England (SWE)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level

Date completed: 02/08/16