

Job Specification

Job Title: Social Worker – Level 2
(Within the CYPS Social Work Career Grade)

Grade: 9

Job Evaluation Code PR1313

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 Health and Care Professions Council (HCPC) 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.

To hold and manage a caseload including Children in Need, Child Protection and Looked after Children as allocated by the Team Manager or Advanced Social Work Practitioner

To meet the social work needs of children, young people, their families and carers by assessing, arranging, co-ordinating, providing and monitoring plans for children with multi-agency partners to ensure good timely outcomes for children and young people.

To develop effective relationships with children, young people and their families and carers to provide a high quality service which will improve outcomes for the children and young people of Wakefield.

	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 the Health & Care Professions Council (HCPC) ➤ Successful completion of the Assessed and Supported Year in Employment Programme (ASYE) ➤ Evidence of substantial post qualifying experience and continuous professional development ➤ 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 ➤ ASYE Certificate

<p>Knowledge</p>	<ul style="list-style-type: none"> ➤ Good knowledge of a range of theories and models for Social Work Interventions with individuals, families, groups and communities ➤ Sound knowledge of appropriate legislation, government guidance and good practice in all aspects of social work appropriate to the needs of children, young people, their families and carers from diverse backgrounds ➤ Good knowledge of the looked after children system and the child protection process including an understanding of the Signs of Safety principles in supporting child protection and safeguarding cases ➤ Good 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.) ➤ Broad knowledge of the range of services available to children, young people, their families and carers ➤ Evidence of knowledge and application in practice of the social work standards required by the Health & Care Professions Council ➤ Evidence of knowledge and application in practice of the Knowledge and Skills Statement for Child and Family Social Work ➤ Sound knowledge of child development, attachment theory, anti-discriminatory practice, Assessment Framework, social work theory and methods ➤ Good knowledge of the roles and responsibilities of the statutory and voluntary agencies. ➤ Demonstrate a sound understanding of the importance of confidentiality and the needs and wishes of individuals, families and carers as appropriate ➤ Good Knowledge and understanding of the Council's vision for the Children and Young People of Wakefield 	<ul style="list-style-type: none"> ➤ Knowledge of social work practise and application of social work theory in complex cases ➤ Awareness of the current changes in Health and Social Care across both Children's and Adults' services ➤ Knowledge of the current Government agenda
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	<ul style="list-style-type: none"> ➤ Good understanding of and commitment to Wakefield Council's Equal Opportunities Policy 	
Experience	<ul style="list-style-type: none"> ➤ Broad Range of experience of direct work with children, young people and families ➤ Experience of working with a range of professional agencies and with voluntary organisations ➤ Experience of working with a wide range of service user groups ➤ Experience of working in a childcare environment or equivalent work with vulnerable groups. ➤ Experience of implementing a child focused approach using the Signs of Safety model ➤ Experience of advocacy and user involvement ➤ Experience in researching evidence-based practice and applying reflective practice techniques when critically analysing information to inform decision making and planning ➤ Experience of using supervision effectively ➤ Broad experience in collating and presenting information to make and contribute to assessments. ➤ Broad range of experience in recording, collating evidence and communicating effectively using a range of technology, including Microsoft Office, Internet and E-mail ➤ Substantial post qualification experience of working in a statutory setting ➤ Experience of developing, implementing and reviewing support plans 	<ul style="list-style-type: none"> ➤ Experience of working as a workplace supervisor supporting social worker students and/or newly qualified social workers
Physical Skills	<ul style="list-style-type: none"> ➤ Good 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. 	

	<ul style="list-style-type: none"> ➤ Ability to travel across the Wakefield district as required as part of the role 	
Competencies and skills	<ul style="list-style-type: none"> ➤ Evidence an ability to work flexibly and creatively to engage with children, young people and their families and carers effectively and promote service users full involvement in decision making, where appropriate ➤ Ability to form and develop working relationships within service users, carers and groups, and to balance needs of users and carers ➤ Ability to form effective working relationships with other professionals, statutory and voluntary agencies and community resources ➤ 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. ➤ Demonstrate creativity in tackling and solving problems and an ability to acknowledge the validity of other approaches ➤ Commitment to practice in a manner that does not stigmatise or disadvantage individuals, groups or communities. ➤ Ability to produce written records and reports to a high standard for a variety of purposes with language suited to function 	<ul style="list-style-type: none"> ➤ Specific skills in family intervention and support

	<ul style="list-style-type: none">➤ Ability to work independently, plan effectively, manage, prioritise and evaluate work with service users and their families and carers➤ Ability to plan, organise, prioritise and time manage own workload to meet deadlines.➤ Ability to chair routine or less complex meetings➤ Ability to apply in practice Psychosocial intervention skills➤ Demonstrate a sound understanding of how the role contributes to effective use of council resources.	
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Key Responsibilities

- To carry out the role and responsibilities of a key worker for a caseload which will include 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 with children and young people, families and carers 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 and to research and learning to support evidence-based practice to improve outcomes for children and young people.
- 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 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 relevant agencies, including the convening and chairing of meetings.
- Support student social workers as workplace supervisor and/or Practice Educator

- 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
- 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 the Health and Care Professions Council to maintain registration as a social worker
- To work to and within the prescribed Knowledge and Skills for Child and Family Social Work
- 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 assist senior colleagues in the induction and day-to-day activities of students and new members of staff.
- 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 Social Worker – Level 2 will be responsible for supporting and supervising social work students and demonstration of duties, giving advice and guidance to other employees.

Financial:

The work may involve occasionally handling cash, processing cheques, invoices or equivalent.

Physical:

A 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.

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.

Progression within the CYPS Social Work Career Grade:

Progression through the Children and Young People's Services 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 each grade.

Wakefield Council is committed to supporting the development of newly qualified social workers through an Assessed and Supported Year of Employment. This is a structured programme of assessment and support which links to a probationary year of employment.

All newly qualified social workers will be required to successfully complete the Assessed and Supported Year in Employment and gain certification before they are able to undertake the progression process to gain promotion within the Career Grade.

Progression within the career grade will be subject to the successful completion of a Progression Portfolio and progression panel interview.

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.

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 the Health & Care Professions Council (HCPC)

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: 01/08/16