

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Social Worker – First Response, Duty and Assessment Team</b>		
<b>Directorate:</b>	<b>People</b>	<b>Salary:</b>	<b>£45,091 - £47,181 + 4% Retention Bonus plus £729 London Weighting &amp; £963 Essential Car User Allowance</b>
<b>Section:</b>	<b>Children's Social Care</b>	<b>Grade:</b>	<b>BG-F SCP 34 - 36</b>
<b>Location:</b>	<b>Time Square</b>	<b>Work Style:</b>	<b>Flexible</b>

### Key Objectives of the role

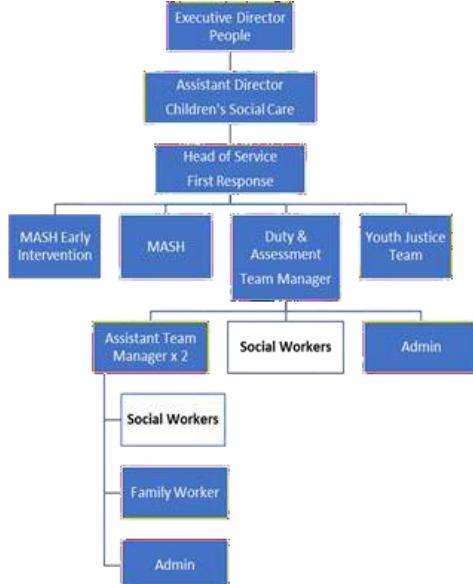
To work as a member of the First Response, Duty and Assessment Team and contribute to the provision of a social work service for Children and Families ensuring children's views are heard.

To work within the context of relevant legislation and deliver services according to the Department's policies, procedures and guidelines.

To display a commitment to the protection and safeguarding of children and young people.

### Designation of post and position within departmental structure

The post will be accountable to either the Assistant Team manager or Team Manager: Duty & Assessment Team



## Daily and monthly responsibilities

- 1) To carry out needs led child focused assessments which include outcome focused plans.
- 2) To be the allocated Social Worker for duty caseload of single assessments under S17 and S47 investigations, with some short-term work.
- 3) To take part in the Duty system responding to child protection concerns.
- 4) To make effective use of time and be able to prioritise demand.
- 5) To participate in regular reflective supervision and be able to set clear goals and intervention strategies.
- 6) To monitor and evaluate demand and bring to the attention of the supervisor any resource shortfalls.
- 7) To develop and maintain accurate case records and comply with the Department's policies, procedures and guidelines including data protection and GDPR.
- 8) To promote listening to children at every opportunity; ensuring their views are heard, recorded, and acted upon in an appropriate and timely manner and to ensure life journey work is completed with children and young people in accordance with their age and understanding.
- 9) To aspire in everything you do, these are our ASPIRE priorities:
  - i. Always respect timeliness.
  - ii. Smart impactful planning
  - iii. Purposeful visits to families
  - iv. Impactful, collaborative assessments
  - v. Reflective supervision
  - vi. Engaging with children – Always ask yourself “what is lifelike for this child?”
- 10) To ensure access to translation & interpretation services as necessary.
- 11) To contribute to the development of services to children and families by attending and contributing positively to team meetings to promote the delivery of integrated and effective services for children in need and in need of protection in accordance with statutory responsibilities and council policies using best value principles.
- 12) To provide cover for the work of other team members and other additional duties commensurate with the level of the job. (The nature of these will vary according to experience, competencies and the grade of the post).

## Scope of role

- Working within the policy and legislative framework of children's social care.
- All employees working with children, young people and vulnerable adults:
  - have a responsibility for safeguarding and promoting their welfare
  - must demonstrate a commitment to the principles of participatory practice and the involvement of young people in decisions which affect them.
- This is not a budget holding post, but an understanding of the appropriate use of public funds is desirable.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<p>Degree in Social Work or equivalent</p> <p>Social Work England Registration</p> <p>Experience of Children and Families statutory social work</p> <p>In-depth knowledge of the legal powers and key duties with safeguarding children and young people.</p> <p>Successful completion of the ASYE programme.</p>	<p>Post Qualifying Training</p> <p>ABE Training</p> <p>Motivational Interviewing Training</p> <p>Significant experience of child protection and statutory children and families' social work</p>
<b>Competence Summary (Knowledge, abilities, skills, experience)</b>	<p>Understanding of the Children's Act</p> <p>Understanding of the "Framework for Assessment" and "Working Together"</p> <p>Understanding of working within policies and procedures</p> <p>Assessment, S47 enquiries and intervention skills with children and families</p> <p>Experience of Care Proceedings and Private Law</p> <p>Ability to give clear written and verbal accounts</p> <p>Good communication skills both written and verbal</p> <p>Ability to undertake risk assessments</p> <p>Understanding of and commitment to the requirements of safeguarding children, young people and promoting their welfare</p> <p>Understanding of and commitment to the principles of participatory practice with children and young people</p> <p>Ability to listen to the views of children and young people and take their views</p>	<p>Experience of working within the Family Safeguarding Model</p>

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	<p>into account when making decisions that affect them</p> <p>ICT skills</p> <p>Able to work positively and productively with a range of agencies</p>
<b>Work-related Personal Requirements</b>	<p>Commitment to:</p> <ul style="list-style-type: none"> <li>- the protection and safeguarding of children and young people</li> <li>- the principles of participatory practice with children and young people</li> <li>- the principles of partnership with parents and children</li> <li>- equal opportunity and anti-discriminatory practice</li> </ul> <p>Proactive</p> <p>Able to meet deadlines</p> <p>Self-motivated</p> <p>Enthusiastic</p> <p>Flexibility</p> <p>Ability to work as part of a team</p> <p>Integrity</p> <p>A solution focused/problem solving approach</p>
<b>Other Work Requirements</b>	<p>A satisfactory enhanced Disclosure and Barring Service check.</p> <p>This post is exempt from the Rehabilitation of Offenders Act 1974</p> <p>The ability to converse easily with members of the public and respond effectively to questions in spoken English</p> <p>The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment</p> <p>Ability to work outside office hours on occasions.</p>
<b>Role models and demonstrates the</b>	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our</p>

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<b>Council's values and behaviours</b>	residents and engage with our communities.  We make our values real by demonstrating them in how we behave every day.
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**All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

