



## JOB DESCRIPTION

**JOB TITLE:** Experienced Social Worker

**DIRECTORATE:** Children's Services

**SECTION:** Children's Social Care

**GRADE:** BBCU 11

**DATE PREPARED:** January 2015

**REPORTS TO:** Line Manager

### JOB PURPOSE:

1. Within the chosen service area to carry a complex workload reflecting high levels of risk, uncertainty and challenge, in line with the capability of an experienced Social Worker with a minimum of two years' post qualification experience in a social work role. To have responsibility for mentoring and supporting the practice development of less experienced Social Workers. 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 their families/carers to assess their needs and plan and deliver services in accordance with the social work team's service area.
4. To model best social work practice in a manner consistent with the overall vision and aims of the service

### MAIN ACCOUNTABILITIES:

1. Work in partnership with children, young people and their families/carers and, through building effective relationships, to elicit their needs and views and promote participation in decision making. Communicate skilfully and confidently in complex or high risk situations, applying an understanding of the benefits and limitations of partnership work.
2. Undertake assessments in accordance with statutory/regulatory and operational standards, policy, and procedures for the service. Anticipate, assess and manage risk to children and young people in more complex situations and produce high quality assessments.

3. Plan, implement and review a range of interventions for children, young people, families/carers in accordance with statutory/regulatory and operational standards, policy and procedures for the service.
4. Manage a complex workload independently, establishing a network of internal and external colleagues from whom to seek advice and expertise. Model and help others with effective workload management skills.
5. Make pro-active use of supervision to support effective practice, reflection and career development and to meet the objectives of Professional 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, families/carers in order to promote positive change and independence, whilst demonstrating confident and effective judgement about risk to children and young people.
8. Play a leading role in practice development within the team, through mentoring and modelling good practice in assessment, interventions and inter-professional and inter-agency work.
9. 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.
10. Meet the requirements of the Professional Capabilities Framework, Experienced Social Worker level, and of registration with the HCPC in respect of practice standards, conduct and professional development.

**DECISIONS MADE:**

Work within clear policies and procedures and established precedents.

Determine the order in which they carry out work.

Make judgements on the best course of action to find a solution

**CONTACTS:**

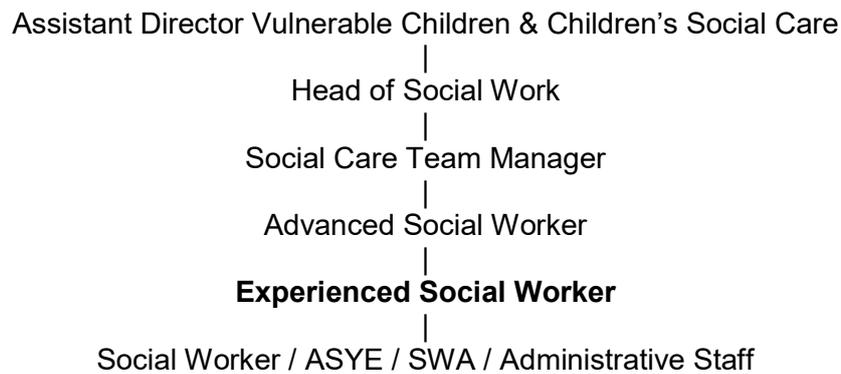
The post holder is expected to manage a complex caseload with monthly supervision from a Team Manager.

The post holder will have daily contact with other professionals and service users.

**RESOURCE CONTROLLED:***(staff managed, budget controlled or budget impacted)*

None

**ORGANISATION CHART:**



**SELECTION CRITERIA**

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

<b>Criterion</b>	
<b>A</b>	Must have a degree in Social Work or equivalent and: <ul style="list-style-type: none"><li>• A minimum of two years post qualifying experience as a Social Worker in Children's Social Care.</li><li>• Qualified Practice Educator or willingness to undertake training.</li><li>• If qualified since 2010, successful completion of the Assessed and Supported Year in Employment or the Children's Workforce Development Council's Newly Qualified Social Worker programme.</li><li>• Registration with the HCPC.</li><li>• Evidence of learning, through Continuing Professional Development and its application to practice and/or mentoring.</li><li>• Full driving licence and use of a vehicle for business purposes</li></ul>
<b>B</b>	Knowledge and application of the values and principles underpinning children, young people, families/carers' involvement, including the right to access independent advocacy and complaints processes.
<b>C</b>	Knowledge and application of the legal and policy frameworks and guidance that inform and mandate social work practice in Children's Social Care, including where scope for professional judgement exists.
<b>D</b>	Knowledge and application of social work interventions in more than one area of practice, including critical awareness of current issues and evidence based practice research.
<b>E</b>	Knowledge of the principles and practice of mentoring with the ability to lead practice development and promote a learning culture. Ability to establish a professional network to support development of skills.
<b>F</b>	Knowledge and understanding of the Professional Capabilities Framework as it applies to the Experienced Social Worker level.
<b>G</b>	Ability to communicate effectively, verbally and in writing, to a range of audiences including children, young people, parents and carers and professional colleagues and have knowledge and understanding of effective customer care.
<b>H</b>	Ability to manage workload independently, maintaining professionalism in challenging circumstances with the ability to use electronic business support processes for maintaining case recording and diary management.
<b>I</b>	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.
<b>J</b>	Demonstrate skilled use of a range of frameworks for assessment and intervention.
<b>K</b>	Candidates must demonstrate understanding of and acceptance and commitment to the principles of human rights and equality and how they underpin practice.

<b>DBS Check 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 (please specify):
<b>GCSX/PSN User</b>	<input type="checkbox"/> Yes – criminal records check for unspent convictions required <input checked="" 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 county <input checked="" type="checkbox"/> Designated car 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