

JOB DESCRIPTION

POST TITLE: Social Worker

DIRECTORATE: Children and Education

SERVICE: Children and Families

GRADE: P01 - PO3

LOCATION: Hackney Service Centre

RESPONSIBLE TO: Team Manager

RESPONSIBLE FOR: -

BROAD PURPOSE

To provide a high quality and effective social work service to respond to the needs of children and their families in a timely manner and within statutory guidelines. To assess need, plan and deliver focused intervention to safeguard children and promote positive outcomes. Guidance, support and supervision will be provided in line with the individual's experience and capabilities and in line with our Supervision Policy.

Newly qualified Staff at grade P01 will undertake all work with support, close supervision and guidance and will have a reduced caseload.

Upon successful completion of the ASYE, Social Workers will automatically move to P02.

Key Accountabilities

Each of the five key accountabilities is outlined below. Each area is divided into two sections: the desired outcome and the activities required to meet that outcome.

1. Assessment

Outcome: To provide a clear and accurate assessment of a child and his/her family's needs in line with statutory guidance

- 1.1 To undertake interviews, observation and gather information from children, families and other agencies. To analyse, summarise and evaluate this information to provide a holistic assessment of a child's needs
- 1.2 To understand the context of child development, parenting capacity and family and environmental factors in which to establish the needs of an individual child
- 1.3 To assess and balance risk and protective factors within a child protection framework.

- 1.4 To provide written and verbal reports which are concise, informative and based on analysis of complex evidence.
- 1.5 To review and reassess when necessary and be open to a change of view in response to new evidence.

2. Planning and service delivery

Outcome: To provide focused and purposeful social work interventions with explicit aims and objectives about desired outcomes within the context of managing risk to children

- 2.1 On the basis of assessed needs, to devise written plans for intervention and/or care for children and their families.
- 2.2 To carry out planned interventions using a range of tried and tested methodologies including systemic and social learning theory approaches.
- 2.3 To use research findings and statutory guidance to inform social work practice.
- 2.4 To utilise problem solving skills within the context of a professional relationship with parents and their children.
- 2.5 To develop and manage Child Protection Plans for all children who require them in line with child protection procedures.
- 2.6 To provide and present concise reports about complex information in line with the requirements of the London Child Protection Procedures, and the court.
- 2.7 To acquire knowledge about different groups, races and cultures which inform service delivery and to understand the impact of racism and discrimination on children and their families.
- 2.9 To work within a flexible framework in order to meet the demands of the service outside the usual 9-5 hours.
- 2.10 To undertake any other duties as directed by managers in accordance with the needs of the service.

3. Direct work with children and their families

Outcome: To build a professional relationship with children and their families and to use that relationship to safeguard children and promote positive outcomes

- 3.1 To communicate effectively with children and their families, ensuring that their views and wishes are heard, and recorded accurately.
- 3.2 To establish rapport and build a respectful, honest and trusted relationship with children and their families, particularly their parents and / or main carers.
- 3.3 To respond in a timely manner to all contacts from children and their families.
- 3.4 To ensure that children and their families are provided with written reports about their circumstances and plans for intervention

- 3.5 To understand and respect the rights of children
- 3.6 To deal promptly and sensitively to complaints from service users within the framework of the Council Complaints Procedure
- 3.7 To ensure all matters in respect of child protection are dealt with promptly, effectively and in line with the child protection procedures

4 Accountability

Outcome: To take responsibility and be accountable for all work undertaken as directed by the Screening Referral Manager/ Team Manager

- 4.1 To manage the workload as directed and organise and plan work activities taking into account the need to prioritise tasks and responsibilities.
- 4.2 To take responsibility for your own professional development by attending supervision, appraisals and learning and training opportunities.
- 4.4 To ensure that statutory responsibilities are undertaken for children including visiting children, arranging reviews, reporting to the court, delivering within timescales and meeting any other national and local performance targets.
- 4.5 To maintain management information about children and their families by inputting data in line with the IT frameworks which have been adopted by the service.
- 4.6 To maintain case records, keeping case files well organised, up to date and able to provide concise and accurate information about a child's circumstances and plans.
- 4.7 To take responsibility for maintaining a staff presence within the social work unit to respond to unplanned calls or events, by partaking in rotas or other cover arrangements.
- 4.8 To keep up to date with research knowledge of social learning theory and systemic approaches.

5 Partnership with other agencies

Outcome: To work purposefully with other agencies to promote positive outcomes for children and their families

- 5.1 To include assessments and professional views from other agencies when undertaking a holistic assessment of a child and his/her family.
- 5.2 To communicate effectively with other agency professionals.
- 5.3 To respond to contacts and requests from other agencies in a timely manner
- 5.4 To take responsibility for understanding of the roles and responsibilities of key agencies including their statutory responsibilities
- 5.5 To follow the statutory guidelines for joint working, including the DfES *Working Together*, the Children Act 2004 and the London Child Protection Procedures.
- 5.6 To work with other agencies on projects and service developments which promote an integrated approach and multi-disciplinary working.

- 5.7 To share information about children with other agencies in order to safeguard them and promote their welfare in line with the requirements of the Data Protection Act and within the developments of a national child index.

ANTI-RACISM & EQUAL OPPORTUNITIES

Hackney aspires to be an anti-racist organisation. The post holder should demonstrate through personal and professional example, a commitment to dismantling systemic racism, discrimination and injustice. We expect staff to make anti-racism and anti-oppressive ways of working a foundation of their practice in line with our Practice Standards.

To demonstrate a commitment to Anti-Racism, equality of opportunity for all groups of staff and service users and to challenge discrimination, racism, sexism and other forms of unjust behaviour. Actively cultivating an inclusive, learning environment, celebrating cultural, heritage and religious diversity.

The post holder is expected to be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties

NB: All employees are expected to adhere to the Council's Diversity & Equality and Health and Safety Policies.

Hackney is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment procedures.

PERSON SPECIFICATION

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RESPONSIBLE TO: Team Manager

RESPONSIBLE FOR: -

Education, Training and Qualifications

1. Recognised social work qualification
2. Social Work England registered
3. Evidence of continuing professional development
4. A satisfactory Disclosure & Barring Service (DBS) disclosure at enhanced level is required.

1 Assessment

- 1.1 Knowledge and understanding of child development, parenting capacity, environmental factors and risk and protective factors
- 1.2 Ability to summarise, analyse and evaluate complex information

2 Planning and Service Delivery

- 2.1 Knowledge of childcare legislation, statutory guidance and the London Child Protection Procedures
- 2.2 Knowledge and understanding of a range of systemic interventions and methodologies and commitment to the systemic approach and Social Learning Theory interventions.
- 2.3 Committed to systemic, trauma informed and anti racist principles
- 2.4 Ability to formulate and implement effective social work interventions
- 2.5 Ability to write concise reports and have excellent verbal communication skills

- 2.6 Computer literacy and the skills necessary to work with information management systems and produce good quality data in a variety of formats. The ability to work with word processing packages at a speed commensurate with the responsibilities of the role

3 Direct work with children and their families

- 3.1 Experience of social work with families
- 3.2 Ability to create a rapport and build relationships with children and parents / carers

4 Accountability

- 4.1 Knowledge and understanding of statutory frameworks and guidance for children's social work
- 4.2 Ability to prioritise tasks, manage own workload and be accountable for case work with children and families

5 Partnership with other agencies

- 5.1 Knowledge of roles and responsibilities of key children's agencies.
- 5.2 An understanding of relationship management and the capacity to establish and maintain effective communication and working relationships

6 Equal Opportunities

- 6.1 Knowledge and awareness of issues relating to communities from different racial and cultural backgrounds and Equal Opportunities.
- 6.2 Ability to actively support and promote Equal Opportunities.
- 6.3 To have a good understanding of racism, anti-racism and to be able to reflect upon own identity and position and power in relation to children, families and colleagues

7 Resilience

- 7.1 To be able to thrive in a complex and demanding environment.

NB: All employees are expected to adhere to the Council's Diversity & Equality and Health and Safety Policies.

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This role is subject to a **satisfactory Disclosure and Barring Service (DBS) check at enhanced level is required**