

**Job Description**

**Job Title:** Social Worker/Senior Social Worker: Assessment

**Salary Grade:** Grade 6/8

**SCP:** 31 - 42

**Job Family:** People Care

**Job Profile:** PC 3/PC 4

**Directorate:** Children’s Services

**Job Ref No:**

**Work Environment:** Looked After Children Team

**Reports to:** Team Manager

**Number of Reports:**

**Purpose:**

Respond to all children’s social care referrals received by the Single Point of Access

Undertake a range of assessment and care planning work including:

* Initial and core assessments
* Strategy discussion and section 47 investigations
* Initial child protection conference
* Initial care proceedings
* Initial accommodation to Sunderland City Council care
* Initial statutory review

**Key Responsibilities:**

To manage an assigned caseload of children and families, independently and in compliance with agreed casework objectives assessing and managing risks appropriately and in accordance with statutory regulations and guidelines

To investigate complaints of alleged neglect, abuse or ill treatment of children and young people and undertake assessments and where appropriate arrange accommodation children and young people maintaining appropriate personal and professional boundaries

To work to a range of legal options to support investigation and protection; and accommodation; if required give evidence in court; using contingency planning t anticipate changing circumstances

To liaise with colleagues and external agencies in order to gather information relevant to assessment and care planning

To work with children and young people, families, carers and communities to formulate care plans in partnership, based on their assessment of need

To undertake direct social work responsibilities as an allocated worker to the children and families assigned, to monitor and review the implementation of care plans, to ensure that the services being provided are meeting assessed need and within agreed costs

To prepare record and maintain case records and other information in accordance with child protection procedures and timescales

To identify any gaps in professional knowledge and to make effective use of supervision as an opportunity to reflect and to identify development and training needs to ensure continuous professional development

To work within the Council’s professional policy and procedures, and code of conduct

**Communication Requirements**

To ensure effective and timely communication within and across the child protection service area so that key messages are conveyed to employees, partners, suppliers and other stakeholders in a consistent way

To promote mechanisms to seek out, listen to and respond to the views and ideas of managers, employees, partners and other stakeholders (particularly children and young people and their families) in order to ensure services are relevant, responsive and focused on meeting identified needs

To engage in and promote effective networking at local, regional and national levels to ensure that services are responsive to national developments and leading practice

**General Requirements**

To keep abreast of changing contexts at local and national level, and take account of these in social work practice

To take an active role in inter-professional and inter-agency working building own professional network and collaborative working across other organisations

To champion diversity and equality in all aspects of service delivery, demonstrate confident application of ethical reasoning to professional practices

**Person Specification**

**Job Title: Social Worker/Senior Social Worker: Assessment**

**Service: Assessment**

**Role Profile reference: PC3/PC4**

**Strengths for Matching (IJM Assessment)**

(Core strengths for this particular profile have been marked on the sheet. Please select 3-4 extra strengths that are specific to the role).

**Please note:** You do not need to write anything on your application form about how you meet these strengths. By completing the online assessment your individual strengths have already been matched against them. You only need to write about the ‘essential requirements’.

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| **Strength** | **In this role it is important that an employee** | | | **Core**  **Strength** |
| **Verbal Reasoning** (Ability) |  | As competent as most people at using and understanding written information  x | Highly competent in understanding and using written information | X |
| **Persuasive** (Relationships with people) | Dislikes consciously attempting to influence others | As happy as most people to persuade / influence others | Likes to get people to do things by presenting a convincing case |  |
| **Controlling** (Relationships with people) | Lets others take the leadership role and give instructions | As comfortable as most when leading on activities | Likes to take a leadership role and manage and direct the work of others |  |
| **Democratic** (Relationships with people) | Makes final decisions on their own | Can make decisions based on own and others views  X | Listens and widely consults before making decisions | X |
| **Evaluative**  (Thinking style) | Dislikes critically evaluating, doesn’t focus on potential limitations of work | Will critically evaluate information when necessary to the task in hand | Critically evaluates information looking for flaws and limitations |  |
| **Behavioural**  (Thinking style) | Takes little interest in why people behave as they do | Likely to be interested in human behaviour and motivation when critical to the role  X | Interested in human behaviour psychology and theories of motivation | X |
| **Adaptable**  (Thinking style) | Behaves the same way with everybody | Is as likely as most to adapt their behaviour to suit the situation  X | Changes their behaviour to fit the situation or behaves differently depending on who they are with | X |
| **Detail conscious**  (Thinking style) | Can work in an unstructured manner or remain detached from small details | Able to consider small details when necessary but may not do this as a matter of course.  X | Is well organised, working in a methodical, systematic way | X |
| **Conscientious**  (Thinking style) | Doesn’t focus too heavily on deadlines and can leave some tasks unfinished | Takes a pragmatic approach to deadlines and the completion of tasks.  X | Will see tasks through and complete them within set guidelines | X |
| **Rule following**  (Thinking style) | Likely to be more comfortable in roles with few rules or procedures | Balances working with procedures with a pragmatic approach to delivery.  X | A strong preference for following rules and regulations, taking care to stick to procedures | X |
| **Tough minded**  (Feeling and emotions) | Is sensitive to their impact on those around them | Moderately sensitive to criticism and in their dealings with others  X | Is not easily offended and will be able to deal with criticism | X |
| **Decisive**  (Dynamism/  Energies) | Prefers a cautious approach to making decisions, taking time to reach conclusions | Takes decisions in a considered way, neither overly slowly or quickly. | Regularly makes fast decisions and reaches conclusions quickly |  |

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| **Essential Requirements** | |
| **Communicating (verbal)** - Able to share information, obtain information and have dialogue with others either in person or over the telephone. | Interview |
| **Communicating (written)** - Able to share information and obtain information from others through written communication. | Application form |
| **Qualifications**  Educated to degree level with appropriate professional Social Work qualification  CSS/CQSW or DipSW, MA SW, BA Hons SW  Completion of AYSE first year | Application form Interview |
| Current HCPC Registration   * Evidence of continuous professional development | Application form Interview |
| Ability to meet the travel requirements of the post | Interview |
| The ability to work outside of normal working hours to meet the needs of the service. | Application form Interview |
| **Experience:**   * Statutory social work with children and families in a statutory or third sector setting * Working across agencies promoting understanding and good practice in relation to children’s safeguarding * Applying principles of child care legislation relating to child protection, looked after children and the provision of services to children in need * Undertaking child protection investigations; planning and organising workload to meet statutory timescales * Providing direct professional social work to children and their families * Managing an allocated caseload; planning and organising workloads * Working in partnership with service users, carers service providers and other professionals * Handling problems and difficult situations calmly and sensitively | Application Form Interview |
| **Knowledge:**   * Understanding of social care legislation, with current safeguarding policies and procedures * Able to effectively risk manage within children’s service settings * Understanding of Children Act 1989 and 2004 | Application Form Interview |
| **Abilities:**   * Manage priorities and work under pressure displaying initiative and creativity * To influence, develop and change the motivation and behaviour of people to achieve objectives * To manage performance * Promote the role of social care and safeguarding with key stakeholders * Confidence on challenging other professionals appropriately * To work alone and with a high degree of autonomy | Application form Interview |
| Flexibility – an ability to work effectively despite changes in colleagues, settings and environment as well as changing working hours and working weekends | Application form Interview |
| Commitment to Equal opportunities | Interview |

**Extra essential requirements – Please add or delete as appropriate to the job role.**

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| **PC Skills -** Able to effectively use a PC to prepare documents, record information or input data. | Application form/Interview |
| **Decision making –** A willingness to take action and to make decisions in line with support plans, policies and procedures, being resourceful in the face of challenges | Application form/Interview |
| **Management:**   * Self motivated, resilient and committed to excellent social work practice * Able to take ownership and responsibility arising from own and others’ case work appropriate to the level of the post * Willingness to lead by example and promote excellence * Reliable and self-reliant – will seek guidance when appropriate | Application form Interview |
| **Democratic –** Seeks and considers the views of others in setting and deciding plans, activities and progress. | Application form/Interview |
| **Team working** – be able to work effectively within a busy team environment, be helpful and co-operative with others | Application form/Interview |
| **Customer Service Excellence –** Able to delight customers, deliver high quality tailored services to meet needs and exceedexpectations | Application form/Interview |
| **Vigour** – Works at a fast pace, copes well with higher  levels of workload. | Application form/Interview |
| **Listening** - Listens to others to assess requirements in order to respond appropriately and efficiently. | Application form/Interview |
| **Innovation -** theability to be creative in working through problems and making decisions. | Application form/Interview |
| An ability to manage budgets | Application form/Interview |

**Person Specification**

**Job Title: Team Manager: Assessment**

**Service: Assessent**

**Role Profile reference: PC7**

**Strengths for Matching (IJM Assessment)**

(Core strengths for this particular profile have been marked on the sheet. Please select 3-4 extra strengths that are specific to the role).

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| **Strength** | **In this role it is important that an employee** | | | **Core**  **Strength** |
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| **Persuasive** (Relationships with people) | Dislikes consciously attempting to influence others | As happy as most people to persuade / influence others | Likes to get people to do things by presenting a convincing case |  |
| **Controlling** (Relationships with people) | Lets others take the leadership role and give instructions | As comfortable as most when leading on activities | Likes to take a leadership role and manage and direct the work of others |  |
| **Evaluative**  (Thinking style) | Dislikes critically evaluating, doesn’t focus on potential limitations of work | Will critically evaluate information when necessary to the task in hand | Critically evaluates information looking for flaws and limitations |  |
| **Behavioural**  (Thinking style) | Takes little interest in why people behave as they do | Likely to be interested in human behaviour and motivation when critical to the role  X | Interested in human behaviour psychology and theories of motivation | X |
| **Adaptable**  (Thinking style) | Behaves the same way with everybody | Is as likely as most to adapt their behaviour to suit the situation  X | Changes their behaviour to fit the situation or behaves differently depending on who they are with | X |
| **Forward thinking**  (Thinking style) | Focuses on the here and now | Can consider both short term and long term needs when  necessary | Sets long term goals and takes a strategic perspective |  |
| **Achieving**  (Dynamism/  Energies) | Is motivated by achievable targets | Prefers to balance demanding and achievable targets. | Likes to work to demanding goals and targets |  |

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| **Essential Requirements** | |
| **Communicating (verbal)** - Able to share information, obtain information and have dialogue with others either in person or over the telephone. | Interview |
| **Communicating (written)** - Able to share information and obtain information from others through written communication. | Application form |
| **Qualifications**  Educated to degree level with appropriate professional qualification:  Social Work (CSS/CQSW or DipSw, MA SW, BA Hons SW) | Application form Interview |
| Current HCPC Registration | Application form Interview |
| **Experience and Knowledge**   * Experienced of applying in practice the principles of child care legislation relating to child protection and the provision of services to children in need * Strong analytical and planning skills for assessing, and reviewing children and young people’s needs and planning packages of social are across a range of cases; able to explain professional reasoning judgements, and decision making * Experience of applying critical reflection and analysis to increasingly complex cases * Demonstrate knowledge and application of a range of interventions with children, young people and their families * Experienced in undertaking child protection investigations and assessments of the needs; assessment and appropriate management of risk: ensuring the delivery of agreed programme * Experienced in managing an allocated caseload; planning and organising workload to meet statutory timescales and local policy, respond appropriately and independently (as appropriate) to unanticipated problems * Experienced in direct professional social work to child and their families * Experienced in exposure to disagreeable, unpleasant environmental and people related conditions * Demonstrate knowledge and understanding of Children Act 1989 and 2004; including awareness of current national policy drivers effecting children’s social care, and new evidence based research * Knowledge of theory and practice of care assessment, planning, relevant legislation and its application * Commitment to the protection and safeguarding of children and young people at risk of abuse * Provide professional social work support develop effective relationships and manage conflict * Influence develop and change the motivation and behaviour of people to achieve objectives | Application form Interview |
| **Experience of assessment and care planning work including:**   * Initial and core assessments * Strategy discussion and section 47 investigations * Initial child protection conference * Initial care proceedings * Initial statutory review * Initial accommodation to local authority care | Application form Interview |
| Ability to meet the travel requirements of the post | Interview |
| The ability to work outside of normal working hours to meet the needs of the service. | Application form/Interview |
| Strategic Perspective – Takes a long-term view, sets goals, and evaluates the impact of ideas and policy decisions; including creative thinking skills with the ability to improve services develop new ways of working, and find appropriate solutions to complex issues | Application form Interview |
| Management – Establish direction, influence others towards shared goals and empower, inspire and motivate individuals; | Application Form Interview |
| Flexibility – an ability to work effectively despite changes in colleagues, settings and environment as well as changing working hours and working weekends | Application form Interview |
| Commitment to Equal opportunities | Interview |

**Extra essential requirements – Please add or delete as appropriate to the job role.**

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| **PC Skills -** Able to effectively use a PC to prepare documents, record information or input data; case recod management systems | Application form Interview |
| **Decision making –** A willingness to take action and to make decisions in line with support plans, policies and procedures, being resourceful in the face of challenges | Application form Interview |
| **Democratic –** Seeks and considers the views of others in setting and deciding plans, activities and progress. | Application form Interview |
| **Team working** – be able to work effectively within a busy team environment, be helpful and co-operative with others | Application form Interview |
| **Customer Service Excellence –** Able to delight customers, deliver high quality tailored services to meet needs and exceedexpectations | Application form Interview |
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