

## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date, as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Advanced Social Work Practitioner - Children**

**Vacancy ID: 007350**

Salary: £36,379 - £40,057 Annually

Closing Date: 23/04/2017

### **Benefits & Grade**

Grade Q

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Disclosure**

The successful applicant will be subject to an Enhanced DBS check including Children's Barred List, as well as 3 yearly re-checking in line with the Council's policy

### **Job Description**

Are you an aspiring experienced Social Worker who brings passion and commitment to working with the most vulnerable families? Do you wish to work with a small team of Social Workers with manageable caseloads, led by committed and passionate Team Managers?

Do you have approximately five years' post-qualifying experience in Children's Statutory Services? Are you ingenious and innovative in your practice? Could you picture yourself sharing best practice and motivating other Social Workers to achieve the very best for children and families?

Darlington is seeking to recruit an Advanced Social Work Practitioner to work in our First Response Team, the work is fast paced and short term and is supported by an established transfer protocol, the team is well established and benefits from excellent support from our partner agencies.

You will benefit from working in a compact Borough where managing a caseload is not hindered by travel, giving you more time with children and families. You will have access to regular training and support from Senior Managers, as well as an up to date modern caseload management systems and a Local Authority that insists on regular reflective supervision.

We offer competitive salaries, relocation support for the right candidates, extensive training and excellent partnership working.

For detailed information on this role, please refer to the Job Description and Person Specification.

To arrange an informal discussion about the role please contact Yvonne Coates Head of Service on 01325 405864.

An online application form and further information is available from [www.darlington.gov.uk/socialcarecareers](http://www.darlington.gov.uk/socialcarecareers). Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

**DARLINGTON BOROUGH COUNCIL**

**CHILDREN'S SERVICES**

**JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	Advanced Social Work Practitioner
<b><u>GRADE :</u></b>	Grade Q
<b><u>JOB EVALUATION NO.</u></b>	
<b><u>REPORTING RELATIONSHIP</u></b>	Team Manager
<b><u>JOB PURPOSE :</u></b>	<p>Under the leadership and management of the Team Manager, provide a statutory social work service at an advanced skills practitioner level. Have responsibility for the most complex cases to include high quality, timely and child focused needs assessment, analysis, intervention, care planning and review appropriate to the work of the team. Have expert knowledge in an area of social work practice and demonstrate leadership in their field.</p> <p>Play a key role in developing and monitoring the competency of front line social work staff through developing, maintaining and championing expertise in specific areas of social work practice, driving excellent practice based on research evidence and professional experience and supporting the achievement of improved outcomes for vulnerable children and young people, including safe, stable and permanent care.</p>
<b><u>POST NO.</u></b>	D13784
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	Level 2, Core Management Competencies for all managers

**MAIN DUTIES/RESPONSIBILITIES**

1. To be the lead professional and undertake the full range of statutory social work tasks in the most complex of cases for children in need and their families;
2. To bring together and coordinate a multi-disciplinary team around the child to ensure an integrated approach to safeguarding and child protection;
3. To establish, develop and deliver best practice collaborative working with multi-agencies, including integrated working with key partners;
4. To lead in an area of expert practice, developing the knowledge and skills base within Darlington and disseminating that expertise across the whole service;
5. To provide high quality timely coaching, mentoring and case supervision to a range of staff; achieve an appropriate balance between reflective case practice and accountability for performance standards;

6. To ensure up-to-date, accurate and accountable case recording, ensuring the highest levels of client confidentiality;
7. To share sensitive information appropriately with other agencies as required to protect a child in line with professional standards and Caldicott requirements;
8. To represent the Council in a range of informal and formal settings, including the full range of family and criminal Courts;
9. To facilitate and/or chair a range of meetings, including the team around the child, professional network meetings, team based learning sets and development days;
10. To promote and demonstrate the meaningful participation of children, young people and parents/carers in the process of assessment, planning, implementation and review, in decision making and shaping service delivery;
11. To support the Team Manager to reconcile policy and resources by delivering services within allocated budgets;
12. To ensure that within an allocated complex caseload continuous performance improvement is achieved in respect of statutory timescales with reference to initial assessments, core assessments, child plans, care plans and specific assessments as appropriate to the service area to achieve positive outcomes;
13. To maintain and disseminate an excellent understanding of current research, evidence based practice, policy, guidance, legislation and case law relating to children and families;
14. Through modelling best practice and supporting others to achieve high quality practice standards consistently, to help prepare the service for inspection and get out of intervention, in line with Improvement Objectives;
15. This post has a high level of contact with, and responsibility for children
16. To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
17. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
18. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
19. Carry out your role in line with the Council's Equality agenda.
20. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
21. Any other duties of a similar nature related to this post that may be required from time-to-time.

***THIS POST IS SUBJECT TO AN ENHANCED DBS DISCLOSURE***

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**DARLINGTON BOROUGH COUNCIL****PERSON SPECIFICATION****ADVANCED SOCIAL WORK PRACTITIONER****CHILDREN'S SERVICES****POST NO - D13784**

All appointments are subject to satisfactory references.

<b>Criteria No.</b>	<b>Attribute</b>	<b>Essential (E)</b>	<b>Desirable (D)</b>
	<b>Qualifications &amp; Education</b>		
<b>1</b>	Professional Social Work Qualification (e.g. Degree, DipSW, CQSQ or CSS as relevant)	<b>E</b>	
<b>2</b>	Post qualifying training relevant to a specialism or university Certificate in Advanced Professional Development in specialist social work	<b>E</b>	
	<b>Experience &amp; Knowledge</b>		
<b>3</b>	Experience of working with children, young people, families carers and communities	<b>E</b>	
<b>4</b>	Approx. 5 years relevant post qualifying experience in Children's Statutory Services	<b>E</b>	
<b>5</b>	Approx. 3 years' experience of effectively managing the most complex cases with little requirement for support and being responsible for decision making and meeting timescales	<b>E</b>	
<b>6</b>	Working knowledge of the relevant current legislation such as Children Act 1989 and current child care legislation including Working Together 2015	<b>E</b>	
<b>7</b>	Knowledge, understanding and practical experience in the application of appropriate legislative frameworks, procedures and practises	<b>E</b>	
<b>8</b>	Approx. 2 years' experience of supporting and advice giving recommendations and advice to care teams or similar settings	<b>E</b>	
<b>9</b>	Approx. 2 years' experience working within safeguarding children in a statutory setting	<b>E</b>	
<b>10</b>	Experience of undertaking assessments, planning and reviews in both court and within statutory social care setting including the single assessment and analyse information gained to inform risk assessments	<b>E</b>	
<b>11</b>	Experience of chairing a range of meetings and panels	<b>E</b>	
<b>12</b>	Experience of quality assurance and effective closure of own and others casework	<b>E</b>	
<b>13</b>	Experience of developing, contributing and implementing strategies, policies and service procedures and ensuring compliance	<b>E</b>	

	<b>Skills</b>		
<b>14</b>	To be IT literate, capable of using MS Work/ Excel and Office packages and use case management systems with confidence	<b>E</b>	
	<b>Personal Attributes</b>		
<b>15</b>	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports and presentations)	<b>E</b>	
<b>16</b>	Ability to form effective working relationships with users of the service, help to clarify and express their needs and contribute to service planning	<b>E</b>	
<b>17</b>	Ability to analyse and interpret information gathered during the assessment process	<b>E</b>	
<b>18</b>	Ability to monitor the understanding of others, develop approach and take corrective action if required	<b>E</b>	
<b>19</b>	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet strict deadlines	<b>E</b>	
<b>20</b>	Demonstrate the ability to undertake and manage expert and effective practise and caseloads in complex situations	<b>E</b>	
<b>21</b>	Ability to regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others	<b>E</b>	
<b>22</b>	Ability to work closely with others and carry out effective joint assessments	<b>E</b>	
<b>23</b>	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager	<b>E</b>	
<b>24</b>	Ability to use the opportunities at formal supervision effectively and work effectively as a team member	<b>E</b>	
<b>25</b>	Demonstrate ability to work effectively in increasingly more complex situations	<b>E</b>	
<b>26</b>	Ability to access reliable transport to carry out the travel requirements of the post	<b>E</b>	
<b>27</b>	Flexible and responsive approach to working environment and arrangements and the ability to work outside of normal office hours	<b>E</b>	
<b>28</b>	Ability to drive improvements to practise across services	<b>E</b>	
	<b>Special Requirements</b>		
<b>29</b>	Enhanced DBS check required and 3 yearly re-checking process will be undertaken	<b>E</b>	
<b>30</b>	Suitability to work with children	<b>E</b>	
<b>31</b>	Registered with the HCPC	<b>E</b>	
<b>32</b>	Interest in working with children to promote their development and educational needs.	<b>E</b>	
<b>33</b>	Ability to form and maintain appropriate relationships and personal boundaries with children.	<b>E</b>	
<b>34</b>	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	<b>E</b>	

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is currently 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is thirty-one working days plus eight public holidays.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on full pay and half pay according to length of service. The maximum is six months full and six months half pay but can be extended in special circumstances at the Councils discretion.

### **Pension**

New employees are required to choose a pension arrangement to which they will contribute on taking up appointment. This choice will be: -

- The Local Government Pensions Scheme
- The State Earnings Related Pension Scheme (SERPS)
- A Personal Pension arrangement

On appointment you will automatically be added to the Local Government Pension Scheme, but if you wish to opt out you will need to complete the Opt Out form within 3 months of your start date. If you have not received an Opt Out form, you will need to contact the named person on your Offer Letter.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

### **Payment of Wages and Salaries**

Persons regarded as salaried are paid monthly in arrears on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.