**JOB DESCRIPTION**

**CHILD AND ADULT SERVICES**

**JOB TITLE:** SOCIAL WORKER (SEND 0-25 TEAM)

**DIVISION:** CHILDREN’S SERVICES

**GRADE:** BAND 10-12

**RESPONSIBLE TO:** TEAM MANAGER (SEND 0-25 TEAM)

**POST REFERENCE:**  SR-102105

**Purpose of Post**

To provide an effective and comprehensive primary care management and social work service to children/young people/adults and their families on a medium to long term basis.

All staff will be expected to consider their role in the context of the objectives that the Department is working towards and to contribute constructively to the continuous improvement, performance management and best value culture and also the interagency context of the Department’s work.

**Key Relationships**

* All staff will be expected to promote team working within their particular staff group/service area but also across the Department as a whole, with corporate colleagues, with staff from other agencies and representative groups and working with elected members as appropriate.
* Additionally, key relationships for this post will be: -
  + Line Manager – SEND 0-25 Team
  + Heads of Service – SEND 0-25/Children/Adults
  + Team Managers in Health, Education and Social Care
  + Social Workers
  + Workers from Targeted/Preventative Services
  + Administrative Staff
  + Officers of other departments within the Local Authority
  + Colleagues from other agencies including Health, Education, Voluntary Sector and Independent Sector
  + Service Users

Liaise with: -

* Central departments of the Council
* Occupational Therapists and Assistants
* User Property and Finance Officers
* Statutory and Independent Sector Bodies/ Agencies
* Schools & education officers

**Main Duties and Responsibilities**

1. To provide a comprehensive social work/care management service to disabled children, young people, adults and their families on a medium to long term basis including assessment and support.
2. To be involved in legal proceedings and permanency planning for those children, young people and adults who cannot live with their parents/carers.
3. To carry out social work/care management duties and tasks in accordance with the policies and procedures of the department and standards set down in law, guidance and regulations.
4. To be proactive in supporting children, young people, adults and their families in ensuring successful transitions between services occur.
5. To actively manage an agreed caseload under management supervision.
6. To work with members of the public and other agencies/departments to assess needs, risks and eligibility for services; to agree care plans and to arrange and deliver services.
7. To work effectively with disabled children, young people, adults and their families and ensure that their views are taken into account throughout the assessment, planning and review processes.
8. To ensure that an appropriate Care/Support Plan is completed on allocated cases. This will include where necessary ensuring the effective participation in the assessment process of other individuals either within the department or in other agencies such as Health, Education etc.
9. To identify suitable providers and support for the delivery of care packages for individual children, young people, adults and their families.
10. To contribute to the development of a range of services alongside colleagues from other agencies.
11. To be proactive in sourcing and securing funding from appropriate resources including health, community care grants, local area grants etc.
12. To ensure that all necessary information regarding individual children, young people, adults and their families is input appropriately into the Integrated Children’s System/Carefirst in accordance with specified standards.
13. To advise the Team Manager on any issues, changes or constraints in relation to the effective provision/implementation of services and /or policies.
14. Any other duties of a related nature which might reasonably be required and allocated by the Team Manager.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 07-11-2016

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**