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 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.

Social Worker – Assessment & Safeguarding

Vacancy ID: 008575

Salary: £25,951 - £36,379 Annually

Closing Date: Rolling

Benefits & Grade

Grade N/O/P. A Recruitment and Retention Payment is available (£2,500 annually pro-rata for part time hours)

Contract Details

Permanent
Appointment / progression to Grade O or P is subject to meeting the DBC progression criteria.

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

Interview Date

Applications will be reviewed on a regular basis and interviews will be held accordingly.

Job Description

We are passionate and relentless in our aspirations for children and young people, with the aim being for every child in the town to thrive.

Our improvement journey is fast-paced, ambitious and exciting, with our Ofsted monitoring visits endorsing:

- A senior leadership team that is highly visible.
- Increased social work capacity, enabling sustainable reductions in caseloads.
- Social Workers who feel well supported, with regular supervision and training.

Achieving the best outcomes for children is at the core of our practice, with Social Workers who are creative and forward-thinking. Social Work caseloads are maintained at 18, due to increased investment in our social work capacity. This allows time for good reflective practice, enabling out staff to focus on achieving the best possible outcomes.

As a result of ongoing staff engagement we have invested significantly in improving working conditions and continue to do so. We have brought our safeguarding social work teams together, enabling better support between them, and continue to build on the successful implementation of our new case management system.

Do you want a manageable caseload and to be part of a service where supervision and support from knowledgeable team managers is an expectation?

Are you looking for a new challenge in Children's Social Care?

Are you passionate about children and their families?

Are you a qualified Social Worker seeking to promote positive outcomes with children and their families at every opportunity?

Do you want to work in a borough where travel time is minimal, that offers extensive training and has recently invested in a new up to date caseload management system?

Do you want to be part of a council where senior managers are visible and understand the challenges of social work and where ingenious and innovative social work is welcome?

Social work is changing in Darlington and as a Council we have had increased investment in our Children's Services. We are passionate about and committed to delivering excellent services and outcomes to our children and young people.

We are seeking to recruit social workers to work across our assessment and safeguarding teams.

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

For a further informal discussion, please contact Joanne Stoddart, Head of Assessment, Care Planning & Looked After Through Care, on 01325 406286.

An online application form and further information are available from www.darlington.gov.uk/job-vacancies. Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: recruitment@xentrall.org.uk

DARLINGTON BOROUGH COUNCIL

CHILDREN'S SERVICES

JOB DESCRIPTION

POST TITLE :	**SOCIAL WORKER**
GRADE :	**Grade N (including ASYE)** **Grade O** Subject to progression scheme in operation within the Council
JOB EVALUATION NO.	Grade N – E3330 Grade O – E3331
REPORTING RELATIONSHIP	**TEAM MANAGER**
JOB PURPOSE :	To carry out statutory duties and responsibilities to safeguard and achieve good outcomes for children and young people in Darlington
PDR COMPETENCY FRAMEWORK	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

Post holders working to this job description may undertake many of the following main duties and responsibilities, (but not necessarily all of them).

1. Safeguard and promote the health and well-being of children and young people and support their families and carers by working with cases appropriate to their experience, skills and knowledge;

2. With supervision and support, manage and be professionally accountable for your own practice to children, young people, families, carers, groups, individuals and partner agencies;

3. Assess needs thoroughly and to a good standard, analysing risk and developing integrated multi-agency safeguarding plans in line with Working Together 2015;

4. Professionally manage risk to children, young people, families, carers, self and others;

5. Involve children (age appropriate in a child-centred way), young people, families, carers, groups and partner agencies in all meetings, which may affect them and listen actively to what they have to say. Signposting for advocacy support if needed or wanted;

6. Ensure all options are explored before deciding on a plan, involving children (age appropriate in a child-centred way), young people, families, carers, groups and partner agencies in decision making;

7. Give children (age appropriate in a child-centred way), young people, families, carers, groups and partner agencies sufficient time to work with the plan properly;

8. Plan, carry out review and evaluate the impact of multi-disciplinary plans;

9. Continually re-assess cases in relation to risk and refer to the Team Manager for direction;

10. Respect confidentiality and explain when there is a need to share information with others;

11. Recognise the expertise of individuals, children, families, carers, groups, individuals and partner agencies about their own circumstances, position and have regard for their wishes and feelings;

12. Maintain professional standards of contact with children, young people, parents/carers, families, other professionals and voluntary agencies;

13. Work with individuals, young people, families, carers to develop and/or maintain independence, including involving individuals, children (age appropriate in a child-centres way), young people, families, carers, groups and partner agencies to support groups and networks and support them in extending their environment

14. Produce court reports of a good standard and within deadlines set by courts;

15. Represent the Council at Court as required by the Team Manager and instruct Counsel and Council solicitors as appropriate. Give evidence as required in both public and private proceedings.

16. Explain role and purpose of involvement, the powers available to you, including legal powers, in a way that can be understood by all involved. Give information to children, young people, families, carers, groups, individuals and partner agencies about their rights and entitlements e.g. legal representation.

17. Keep children (age appropriate in a child centred way), young people, families, carers, groups, individuals and partner agencies updated about what steps you are going to take.

18. Inform children, young people, families, carers, groups and partner agencies about what is available, beyond their own resources or the brief of their organisations. Signpost or refer individuals to groups and partner agencies to access available Universal or Targeted Services and/or Benefits;

19. Build honest relationships based on clear communication and make sure all involved understand what will happen with the information children, young people, families, carers, groups and partner agencies give to a social worker.

20. At grade O, it is expected that you will take part in joint working with less experienced staff to support them in their case work including coaching and mentoring and challenging poor practice.

General:

21. Develop relationships with colleagues in own and other departments and external agencies in order to gather information relevant to assessment and support planning activities and ensure effective partnership working takes place promoting positive outcomes for individuals.

22. Maintain and update case notes and other records, write reports as required; if required, give evidence in court in relation to care proceedings.

23. Participate in programmes of training and associated work experience for social work progression.

24. This post has a high level of contact with, and responsibility for children

25. 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.

26. 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.

27. 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.

28. Carry out your role in line with the Council's Equality agenda.

29. 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.

30. 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.

This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

Date: revised March 2017

DARLINGTON BOROUGH COUNCIL

SOCIAL WORKER (GRADE N/O)

CHILDREN AND ADULTS SERVICES

POST NO. VARIOUS

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Professional Social Work Qualification (e.g. Degree, DipSW, CQSQ or CSS as relevant)	**E**	
2	[Grade O only] Successful completion of Assessed and Supported Year in Employment (ASYE)(if applicable) and evidence of CPD in core areas of practice which reflect the needs of clients	**E**	
	Experience & Knowledge		
3	Experience of working with children, young people, families carers and communities [Grade O requires approx. 6-12 months relevant post ASYE experience in Children's Statutory Services, including Child Protection work]	**E**	
4	Experience of interpreting legislation, policy or procedures to give recommendations and advice	**E**	
5	Knowledge and experience of undertaking assessments, support planning and purchasing, monitoring and review, report writing and court work	**E**	
6	Knowledge of the relevant current legislation such as Children Act 1989 and current child care legislation including Working Together 2015 – [Grade O requires working knowledge of legislation]	**E**	
7	Experience of attendance at Case Conferences, Reviews, Core Groups, Planning Meetings	**E**	
8	Awareness of the single assessment process	**E**	
	Skills		
9	To be IT literate, capable of using MS Work/ Excel and Office packages and use case management systems with confidence	**E**	
10	Ability to be responsible for an allocated case load, including assessment and management of risks	**E**	
11	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports and presentations)	**E**	
12	Ability to form effective working relationships with users of the service, help to clarify and express their needs and contribute to service planning	**E**	
13	Ability to use different interviewing techniques	**E**	
14	[Grade O only] Ability to monitor the understanding of others, develop approach and take corrective action if required	**E**	
15	Ability to analyse and interpret information gathered during the	**E**	

	assessment process		
16	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet strict deadlines	**E**	
17	[Grade O only] Ability to regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others	**E**	
18	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager	**E**	
	Personal Attributes		
19	Demonstrate ability to work effectively in increasingly more complex situations	**E**	
20	Ability to work closely with others and carry out effective joint assessments	**E**	
21	Ability to use the opportunities at formal supervision effectively and work effectively as a team member	**E**	
22	Ability to access reliable transport to carry out the travel requirements of the post	**E**	
23	Flexible and responsive approach to working environment and arrangements and the ability to work outside of normal office hours	**E**	
	Special Requirements		
24	Enhanced DBS check required and 3 yearly re-checking process will be undertaken	**E**	
25	Suitability to work with children	**E**	
26	Registered with the HCPC	**E**	
27	Interest in working with children to promote their development and educational needs.	**E**	
28	Ability to form and maintain appropriate relationships and personal boundaries with children.	**E**	
29	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	**E**	
30	The ability to communicate at ease with customers and provide advice in accurate spoken English	**E**	

DARLINGTON BOROUGH COUNCIL

CHILDREN AND ADULT SERVICES

JOB DESCRIPTION

POST TITLE :	**SOCIAL WORKER (EXPERIENCED)**
GRADE :	**Grade P** Subject to progression scheme in operation within the Council
JOB EVALUATION NO.	Grade P – E3333
REPORTING RELATIONSHIP	**TEAM MANAGER**
JOB PURPOSE :	To carry out statutory duties and responsibilities to safeguard and achieve good outcomes for children and young people in Darlington. Based on developed expertise and knowledge, take on management of the more complex cases within the team and contribute to team development.
PDR COMPETENCY FRAMEWORK	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

Post holders working to this job description may undertake many of the following main duties and responsibilities, (but not necessarily all of them).

31. Safeguard and promote the health and well-being of children and young people and support their families and carers by working with cases appropriate to their experience, skills and knowledge;

32. Manage the most complex cases within the team;

33. Plan, carry out, review and evaluate social work practice;

34. Assess needs thoroughly and to a good standard, analysing risk and developing integrated multi-agency safeguarding plans in line with Working Together 2015;

35. Professionally manage risk to children, young people, families, carers, self and others;

36. Involve children (age appropriate in a child-centred way), young people, families, carers, groups and partner agencies in all meetings, which may affect them and listen actively to what they have to say. Signposting for advocacy support if needed or wanted;

37. Give children (age appropriate in a child-centred way), young people, families, carers, groups and partner agencies sufficient time to work with the plan properly;

38. Continually re-assess cases in relation to risk and refer to the Team Manager for direction as required;

39. Respect confidentiality and explain when there is a need to share information with others;

40. Recognise the expertise of individuals, children, families, carers, groups, individuals and partner agencies about their own circumstances, position and have regard for their wishes and feelings;

41. Maintain professional standards of contact with children, young people, parents/carers, families, other professionals and voluntary agencies;

42. Introduce individuals, children (age appropriate in a child-centres way), young people, families, carers, groups and partner agencies to support groups and networks and support them in extending their environment;

43. Be accountable to children, young people, families, carers, groups and partner agencies for their practice;

44. Manage, develop and take responsibility through supervision for own social work practice;

45. Mentor, coach and support other staff, including involvement in induction programmes and initial training;

46. Lead on specific projects as required;

47. Work independently e.g. to attend case conferences and court without Line Management presence;

48. Explain role and purpose of involvement, the powers available to you, including legal powers, in a way that can be understood by all involved. Give information to children, young people, families, carers, groups, individuals and partner agencies about their rights and entitlements e.g. legal representation.

49. Keep children (age appropriate in a child centred way), young people, families, carers, groups, individuals and partner agencies updated about what steps you are going to take.

50. Inform children, young people, families, carers, groups and partner agencies about what is available, beyond their own resources or the brief of their organisations. Signpost or refer individuals to groups and partner agencies to access available Universal or Targeted Services and/or Benefits;

51. Build honest relationships based on clear communication and make sure all involved understand what will happen with the information children, young people, families, carers, groups and partner agencies give to a social worker.

52. Play an active role with colleagues in peer group supervision and role development.

General:

53. Develop relationships with colleagues in own and other departments and external agencies in order to gather information relevant to assessment and support planning activities and ensure effective partnership working takes place promoting positive outcomes for individuals.

54. Maintain and update case notes and other records, write reports as required; if required, give evidence in court in relation to care proceedings.

55. Participate in programmes of training and associated work experience for social work progression.

56. This post has a high level of contact with, and responsibility for children

57. 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.

58. 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.

59. 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.

60. Carry out your role in line with the Council's Equality agenda.

61. 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.

62. 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.

This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

Date: revised March 2017

DARLINGTON BOROUGH COUNCIL

SOCIAL WORKER (EXPERIENCED – GRADE P)

CHILDREN AND ADULTS SERVICES

POST NO. VARIOUS

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Professional Social Work Qualification (e.g. Degree, DipSW, CQSQ or CSS as relevant)	**E**	
2	Evidence of CPD in core areas of practice which reflect the needs of clients	**E**	
2a	Practice Education Stage 1 OR Achieving Best Evidence OR Specialist Training in Therapeutic Social Work	**E**	
	Experience & Knowledge		
3	Approximately 3 years relevant post qualification experience of working with children, young people, families, carers and communities in Children's Statutory Services, including child Protection	**E**	
4	Approximately 2 years' experience of giving recommendations and advice to other social care teams and other similar settings	**E**	
5	Knowledge and experience of undertaking assessments, support planning and purchasing, monitoring and review, report writing and court work	**E**	
6	Working knowledge of the relevant current legislation such as Children Act 1989 and current child care legislation including Working Together 2015	**E**	
7	Approximately 2 years' experience in working with Safeguarding Children in a statutory setting	**E**	
8	Awareness of the single assessment process	**E**	
9	Experience of chairing meetings and panels	**E**	
	Skills		
10	To be IT literate, capable of using MS Work/ Excel and Office packages and use case management systems with confidence	**E**	
11	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports and presentations)	**E**	
12	Ability to form effective working relationships with users of the service, help to clarify and express their needs and contribute to service planning	**E**	
13	Ability to monitor the understanding of others, develop approach and take corrective action if required	**E**	
14	Ability to analyse and interpret information gathered during the assessment process	**E**	
15	Ability to demonstrate sound organisational skills, work under	**E**	

	pressure and determine priorities to meet strict deadlines		

16	Ability to regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others	**E**	
17	Demonstrable ability to undertake and manage expert and effective practice and caseloads in complex situations	**E**	
18	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager	**E**	
	Personal Attributes		
19	Demonstrate ability to work effectively in increasingly more complex situations	**E**	
20	Ability to work closely with others and carry out effective joint assessments	**E**	
21	Ability to use the opportunities at formal supervision effectively and work effectively as a team member	**E**	
22	Ability to access reliable transport to carry out the travel requirements of the post	**E**	
23	Flexible and responsive approach to working environment and arrangements and the ability to work outside of normal office hours	**E**	
	Special Requirements		
24	Enhanced DBS check required and 3 yearly re-checking process will be undertaken	**E**	
25	Suitability to work with children	**E**	
26	Registered with the HCPC	**E**	
27	Interest in working with children to promote their development and educational needs.	**E**	
28	Ability to form and maintain appropriate relationships and personal boundaries with children.	**E**	
29	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	**E**	
30	The ability to communicate at ease with customers and provide advice in accurate spoken English	**E**	

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 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

Sick Pay
Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension
You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

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.

Part time applications
Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.

Payment of Wages and Salaries
Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. 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.