

**DARLINGTON BOROUGH COUNCIL**  
**CHILDRENS AND ADULTS SERVICES**

**JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	<b>Advanced Social Work Practitioner</b>
<b><u>PAY BAND :</u></b>	<b>Band 12</b>
<b><u>JOB EVALUATION NO.</u></b>	<b>E3356</b>
<b><u>REPORTING RELATIONSHIP</u></b>	<b>Team Manager</b>
<b><u>JOB PURPOSE :</u></b>	<p><b>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. Embed a Strengthening Families model and focus on supporting relational practice.</b></p> <p><b>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.</b></p>
<b><u>POST NO.</u></b>	<b>POS007196</b>
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	<b>Level 1, Expected Competencies for all employees</b>

**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. 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 single 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. 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.
16. 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.
17. Carry out your role in line with the Council's Equality agenda.
18. 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.
19. Any other duties of a similar nature related to this post that may be required from time-to-time.
20. 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.

21. You are required 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.
22. This post has a high level of contact with, and responsibility for, children
23. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

**Date: August 2019**

**DARLINGTON BOROUGH COUNCIL**

**PERSON SPECIFICATION**

**CHILDRENS AND ADULTS SERVICES**

**ADVANCED SOCIAL WORK PRACTITIONER**

**POST NO. POS007197**

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. 3-5 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>	The ability to communicate at ease with customers and provide advice in accurate spoken English	<b>E</b>	
<b>31</b>	Registered with the HCPC	<b>E</b>	
<b>32</b>	Capable of independent travel to carry out the requirements of the post	<b>E</b>	
<b>33</b>	Interest in working with children to promote their development and educational needs.	<b>E</b>	
<b>34</b>	Ability to form and maintain appropriate relationships and personal boundaries with children.	<b>E</b>	
<b>35</b>	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	<b>E</b>	
<b>36</b>	Suitability to work with children.	<b>E</b>	