
 Stockton-on-Tees BOROUGH COUNCIL	JOB DESCRIPTION
DIRECTORATE: Children's Services	SERVICE AREA: Help and Support – Response & Assessment
JOB TITLE: Social Worker - Assessment	GRADE: J - M
REPORTING TO: Team Manager - Assessment	
1. JOB SUMMARY	
<p>To provide a high quality and effective social work service to respond to the needs of children and their families in a timely manner and within statutory guidelines.</p> <p>Work flexibly across Children's Services and with other agencies, partners and stakeholders to meet the needs of children, young people and families.</p> <p>Contribute to specific projects, take on responsibility for other areas of work and deputise for your line manager when required.</p>	
2. MAIN RESPONSIBILITIES AND REQUIREMENTS	
1.	<p>To provide a comprehensive social work service to children and their families, including:</p> <ul style="list-style-type: none"> • To assess need, plan and deliver focused interventions to safeguard children from harm and promote positive outcomes, adopting a multi-agency approach. • To analyse and interpret information from a range of sources, including an ability to identify and manage risk. • Lead the investigation of allegations of significant harm to children in partnership with other professionals • Use the law, regulatory and statutory guidance to inform practice decisions. Make use of the best evidence from research to inform the complex judgements and decisions needed to support families and protect children from intra-familial and extra-familial harm. • To ensure that individual professional standards are maintained, including full compliance with policy and procedural guidelines and accepting primary responsibility for the level and quality of casework recording. • Maintain registration with Social Work England and adhere to the Social Work England standards of conduct, performance and ethics, and standards for continuing professional development.
2.	Contribute to managing the team and the achievement of service objectives.
3.	Contribute to the management of people in the team, support their learning and development and undertake your own personal development.
4.	Contribute to managing budgets and the achievement of financial objectives.


5.	Work flexibly across Children's Services and with other agencies, partners and stakeholders to meet the needs of children, young people and families.
6.	Promote a positive workforce culture that is focussed on delivering excellent customer service and ongoing service improvement.
7.	Support and promote the ongoing work, development and improvement of the Directorate and the Council.
8.	Contribute to specific projects, take on responsibility for other areas of work and deputise for your line manager when required.
3. GENERAL	
<p>Job Evaluation - This job description has been compiled to inform and evaluate the grade of the job.</p> <p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p> <p>Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.</p> <p>Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development</p> <p>Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.</p> <p>Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.</p> <p>Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p> <p>Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p>	
Job Description dated: June 2021	

 Stockton-on-Tees BOROUGH COUNCIL	PERSON SPECIFICATION
DIRECTORATE: Children's Services	SERVICE AREA: Help and Support – Response & Assessment
JOB TITLE: Social Worker - Assessment	GRADE: J – M

CATEGORY	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • A recognised Social Work Qualification such as Degree in Social Work, DipSW or CQSW • Registration with Social Work England <p>Appointment Grades:</p> <ul style="list-style-type: none"> • Grade J –includes newly qualified and those undertaking the ASYE programme • Grade K – those with a minimum of one year's post qualifying experience and/or recent experience in the area of employment • Grade L – as Grade K, plus an ability to work autonomously with complex cases • Grade M – as Grade L, plus the ability to chair complex meetings, including strategy meetings, and hold supervisory / quality assurance responsibilities 	<ul style="list-style-type: none"> • Continuous professional development 	<p>Application</p>
Experience	<ul style="list-style-type: none"> • Supporting learning and development • Partnership working • Promoting a positive culture • Customer focus • Improving services 	<ul style="list-style-type: none"> • Managing teams and people • Managing performance • Managing finance • Decision making 	<p>Application / Interview</p>

		<ul style="list-style-type: none"> Working in local government or public sector 	
Knowledge & Skills	<ul style="list-style-type: none"> Effective communication Problem solving Effectively plan and prioritise workload Microsoft Office technology solutions Service-specific information and case management systems Good time management skills with the ability to work under pressure and to meet deadlines, especially with assessments and report Knowledge of the range of services, which are available to children and families, and of the organisational framework within which they are provided The Knowledge and Skills Statement for Children and Family Social Work to practice Knowledge of child development and of family functioning and dynamics Knowledge of methods of social work intervention 	<ul style="list-style-type: none"> Information governance and security 	Application / Interview
Behaviours	<ul style="list-style-type: none"> Demonstrate the behaviours that underpin the Council's Culture Statement Leading by example Collaborative team worker Handle difficult situations sensitively Pragmatic, flexible and resilient Self-motivated, energetic, not easily discouraged Communicate clearly and sensitively, building effective relationships with children, young people and families and other professionals. Listen to their views and enable their full participation in assessment, planning, and review. Be accountable for, and review own practice using supervision and reflective practice. Seek advice from a range of sources. Discuss, debate, reflect upon and test hypotheses. Produce well argued, focused, and jargon free case notes, plans and reports e.g. assessments and court reports. Present a clear analysis and a sound rationale for actions and conclusions. 		Application / Interview

	<ul style="list-style-type: none">• Build and maintain high quality and appropriate professional relationships with children, young people and families to enable positive change to take place.• Share learning with colleagues by mentoring, coaching and reflective discussion.		
Other requirements	<ul style="list-style-type: none">• The role requires frequent travel between venues across the borough, therefore a full driving licence and access to a motor vehicle is essential.• The role is delivering a service predominantly during office hours however an ability to flexibly work beyond core hours is essential to meet the needs of service users and/or the service• Positive enhanced DBS clearance• Ability to work alone and as part of a team, using own initiative where appropriate• Commitment to Continuous Professional Development and maintain Social Work England Registration		Application / Interview
Person Specification dated: June 2021			

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Children's Services	SERVICE AREA: Help & Support
JOB TITLE: Social Worker – Assessment Team	
GRADE: J-M	
REPORTING TO: Team Manager – Assessment Team	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	No
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties – occasional	Yes
Is required to drive an HGV/LGV/PCV/Minibus	No
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear ear protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Is exposed to hazardous substances as detailed in Appendix 1	No
Is likely to be exposed to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	No
May be exposed to lead or lead based products	No
Will handle food	No
Will require a health assessment for regular night working	No
Will be required to undertake the Display screen equipment training	Yes
Other known risks – please detail Direct contact with service users, including home visits. Sometimes contacts can be emotionally charged, with some users presenting risk of harm to others. Activity is risk assessed and managed.	Yes
No known risks associated with this role	No

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: Miriam Sigsworth
Date: 10.2.22