Social Worker

Children & Families Newcastle

Reports to: Team Manager

Direct reports: N/A

Evaluation: **563** points

Grade: **N8**

Reference: **CC337**

Purpose

To assist the Team Manager to deliver services in accordance with agreed objectives, financial targets, quality and performance standards, that will improve the outcomes for individuals and families.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1 To undertake complex case work ensuring that families and/or individuals receive appropriate support that is consistent, integrated and of the highest standard.

2 To prepare and present reports for meetings, conferences and courts etc., to agreed standards.

3 To work within the statutory framework and comply with Directorate policies, procedures and guidance.

4 To maintain high quality safeguarding standards for Children or Vulnerable Adults, reporting concerns promptly to the Team Manager.

5 To promote high standards of professional practice through monitoring, reviewing and evaluation of interventions that will improve the quality of the outcomes for service users.

6 To update and maintain computer and written records in accordance with Directorate guidelines ensuring the quality of the information noted is accurate and up to date.

7 To chair and minute and/or participate in meetings in respect of service users.

8 To establish and promote effective working relationships with external partners, agencies and other sections of the Directorate that will improve practice and outcomes for individuals and families.

9 To provide advice and guidance on policies and services including the effective involvement of service users through working groups, meeting etc.

10 To administer petty cash in accordance with the Authority and the Directorate's financial regulations and procedures.

11 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.

12 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.