Stockton-on-Tees BOROUGH COUNCIL	**JOB DESCRIPTION**
DIRECTORATE: **Children's Services**	**SERVICE AREA:** **Early Help, Safeguarding and Children in Our Care**
JOB TITLE: **Social Worker - Assessment**	**GRADE: J - M**
REPORTING TO: Team Manager - Assessment	

1. JOB SUMMARY

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.

Work flexibly across Children's Services and with other agencies, partners and stakeholders to meet the needs of children, young people and families.

Contribute to specific projects, take on responsibility for other areas of work and deputise for your line manager when required.

2. MAIN RESPONSIBILITIES AND REQUIREMENTS

1.	To provide a comprehensive social work service to children and their families, including: • 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 contact, 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

Job Evaluation - This job description has been compiled to inform and evaluate the grade of the job.

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.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

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.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

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.

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.

Job Description dated: June 2021

Stockton-on-Tees BOROUGH COUNCIL	**PERSON SPECIFICATION**
DIRECTORATE: **Children's Services**	**SERVICE AREA:** **Early Help, Safeguarding and Children in Our Care**
JOB TITLE: Social Worker - Assessment	**GRADE: J – M**

CATEGORY	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	• A recognised Social Work Qualification such as Degree in Social Work, DipSW or CQSW • Registration with Social Work England Appointment Grades: • 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	• Continuous professional development	Application
Experience	• Supporting learning and development • Partnership working • Promoting a positive culture • Customer focus • Improving services	• Managing teams and people • Managing performance • Managing finance • Decision making	Application / Interview

		• Working in local government or public sector	
Knowledge & Skills	• 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	• Information governance and security	Application / Interview
Behaviours	• 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

	• 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	• 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	**SERVCE AREA:** Children's Social Care
JOB TITLE: Social Worker	
GRADE: J-M	
JOB LOCATION / BUILDING: Dunedin House	
REPORTING TO: Assessment Team Manager	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks, this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health

Known Risk	Yes	No
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		x
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s2 A(8) 9		x
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		x

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.

Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		x
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: o Work which removes, repairs, or disturbs asbestos o Ancillary work (work associated with the main work of repair, including maintenance work on equipment) o Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		x

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		**x**
Confined Spaces - Safety Critical: Employee will be required to work in a **confined space** where specialist equipment or breathing apparatus is needed.		**x**
Working at Heights - Safety Critical: Employee will be required to work **at a height**.		**x**
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		**x**

Other Known Risks		
Known Risk	**Yes**	**No**
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to **drive a Council vehicle** or **regularly transport** service users/clients/pupils in their own vehicle as part of normal duties.		**x**
Food Handlers: Employee will be preparing and handling food *Food Handlers Questionnaire to be completed and sent to Occupational Health*		**x**
Night Workers: Employee will be regularly working at night *Optional Night Worker Questionnaire available*		**x**
Lone Working (including Home Working): Employee will be required to work alone.	**x**	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) ***DSE Training and assessment should be completed on commencement – arranged by manager***	**x**	
Any Other: Please identify any other known risks associated with this job role.		**x**

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: T.Lawton Date: 21/02/2023

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department:

Occupational.Health@stockton.gov.uk