

Job Description

DIRECTORATE:	Social Services & Wellbeing
DEPARTMENT:	Children's Social Care / Case Management & Transition / Child Disability & Transition Team
POST:	Social Worker 1 & 2
GRADE OF POST:	Grade 10 – Newly Qualified Grade 11 – Subject to 2 years post qualifying experience
RESPONSIBLE TO:	Team Manager – Child Disability & Transition Team

JOB PURPOSE:

To work within the Child Disability & Transition Team to safeguard and provide a range of support to disabled children and young people including those going through the process of transition into adulthood and their families including children who are looked after within the borough.

To manage an allocated caseload and to achieve positive outcomes for children, young people and their families, including child protection, children, young people and families in need of care and support and looked after children.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Working within the legislative, regulatory and policy framework that relates to the Children and Adult Services;
- Creating, monitoring and reviewing outcome based care plans that address the needs identified in assessments;
- Carrying out high quality care and support assessments and Transition Pathway assessments of the needs of children, young people and their families at the direction of the Team Manager;
- Working with individuals, families, carer groups and communities to help them make informed decisions, enabling them to clarify and express their needs and contribute to service planning;
- Working with other agencies and professionals in a co-ordinated manner to address the needs of children, young people and their families, including preparing and participating in decision making forums
- Working effectively as a member of a professional team, contributing to multi-disciplinary working and assisting more experienced Social Workers in undertaking high risk and complex cases including court proceedings.

- Taking responsibility, with the Team Manager and Senior Practitioner, to maintain and develop professional practice, including identifying training needs.
- Identifying unmet need and drawing it to the attention of Managers in the Service, and assisting in the collection of data as required.

Grade 11 - As above plus:

- Supervision of Social Work Students and other junior members of staff;
- Provide advice and guidance to less experience social workers;
- To undertake complex, high risk cases, which will include court attendance;
- Lead joint working with less experienced Social Workers in complex cases.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Criminal Records Check

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

Person Specification
Social Worker 1 & 2

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation / Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • Social Work Degree or other Social Work qualification recognised by Social Care Wales. • Registration with Social Care Wales. • CPEL – Consolidation Programme if qualified after April 2016. • 2 years post qualifying experience 	<p>Yes</p> <p>Yes</p> <p>(For SW2 only)</p>	<p>Production of original Qualification Certificates and application form</p>
Knowledge & Experience	<ul style="list-style-type: none"> • Knowledge or experience of the Assessment Framework and interagency child protection procedures. • Knowledge of statutory responsibilities for children who are looked after and of current Policy, Statutory Guidance and the Law as it is applied and effect people in the delivery of Social Care Services • Experience of undertaking direct work with children, young people and families in need. • Knowledge and understanding of issues, which affect Disabled Children and young people going through the process of transition into adulthood and their families. • Experience of caseload management • Direct experience of complex cases 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>(For SW2 only)</p> <p>(For SW2 only)</p>	<p>Interview, application form, reference and selection process.</p>
Skills & Personal Qualities	<ul style="list-style-type: none"> • Ability to form constructive working relationships with colleagues and other agencies. 	<p>Yes</p>	<p>Interview, application form, reference and selection process.</p>

Attributes	Requirements	Essential	Method of Evaluation / Testing
	<ul style="list-style-type: none"> • Ability to communicate clearly and effectively, present information and comprehend complex information. • Ability to prioritise and take responsibility for workload management and performance. • Ability to see issues in their widest context. • Personal and professional integrity. • Ability to work flexibly and proactively. • Effective IT skills to make optimum use of available communication media to disseminate information and maintain computer based records in line with government requirements. e.g. ICS • Driving license with access to vehicle. • Ability to communicate through the medium of Welsh. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	