

## Job Description

<b>DIRECTORATE:</b>	Social Services & Wellbeing
<b>DEPARTMENT:</b>	Children's Social Care / Case Management & Transition
<b>POST:</b>	Social Worker 1 & 3 – Care Experience Children's Team
<b>GRADE OF POST:</b>	Grade 10 – Newly Qualified Grade 12 – Subject to 2 years post qualifying experience
<b>RESPONSIBLE TO:</b>	Deputy Team Manager – Care Experience Children's Team

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### JOB PURPOSE:

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

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### PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Working with the legislative, regulatory and policy framework of the Safeguarding and Assessment Service;
- Having case responsibility for looked after children;
- Undertaking direct work with children and young people;
- Creating and reviewing outcome based care plans that address the needs identified in assessments;
- Carrying out high quality care and support assessments of the needs of children and families at the direction of the Team Manager;
- To work 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 and their families, including preparing and participating in decision making forums;
- Identifying unmet need and drawing it to the attention of Managers in the Service, and assisting in the collection of data as required;
- 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;

- Taking responsibility, with Deputy Team Manager and the Team Manager, to maintain and develop professional practice, including identifying training needs;
- There is an expectation that this role may interchange with other Social Worker posts within the Safeguarding and Assessment service.

**Grade 12 - 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 sensitive, acute and complex child protection, family support and looked after children cases which will require regular court attendance;
- Lead joint working with less experienced Social Workers in complex cases;
- Routinely undertake complex assessments of high-risk cases and take lead responsibility for the formulation of risk management plans and court care plans;
- Working with families with complex situations and providing a strong response to identified needs and concerns. This will include:
  - Care and Support Assessments.
  - Child protection investigations and care planning and review.
  - Services to children who are looked after.
  - Other complex care and support work as required.
  - Care Proceedings.

**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 & 3 – Care Experience Children’s Team

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
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• Social Work Degree or other Social Work qualification recognised by Social Care Wales.</li> <li>• Registration with Social Care Wales.</li> <li>• PQ – Consolidation Programme if qualified after April 2016.</li> <li>• 2 years post qualifying experience.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>For SW3 only</p>	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge or experience of the Assessment Framework and interagency child protection procedures.</li> <li>• 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.</li> <li>• Experience of undertaking direct work with children and families in need.</li> <li>• Experience of caseload management.</li> <li>• Direct experience of complex cases.</li> <li>• Direct experience of writing risk assessments and court care plans.</li> <li>• Direct experience of court work.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>For SW3 only</p> <p>For SW3 only</p> <p>For SW3 only</p> <p>For SW3 only</p>	Interview, application form and selection process.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to form constructive working relationships with colleagues and other agencies.</li> </ul>	Yes	Interview, application form, and selection process.

<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate clearly and effectively, present and comprehend complex information.</li> <li>• Ability to prioritise and take responsibility for workload management and performance.</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>
<b>Skills &amp; Personal Qualities Continued</b>	<ul style="list-style-type: none"> <li>• Ability to assess and analyse risk in the widest context.</li> <li>• Personal and professional integrity.</li> <li>• Ability to work flexibly and proactively.</li> <li>• Effective IT skills to make optimum use of available communication media to disseminate information and maintain computer based records in line with government requirements.</li> <li>• Driving license with access to vehicle.</li> <li>• Ability to communicate through the medium of Welsh.</li> </ul>	<p>Yes</p>	<p>Interview, application form, and selection process.</p>