

Job Description

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

JOB PURPOSE:

To work within Bridgend's multi-agency safeguarding hub (MASH) which provides the Information, Advice & assistance (IAA) service as per the requirements of the Social Services & Wellbeing (Wales) Act 2014.

To undertake Care & Support Assessments with the focus on achieving positive outcomes for children, young people and their families working with key partners including Early Help services.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Working with the legislative, regulatory and policy framework within Children's Social Care.
- Creating and reviewing outcome based care plans that address the needs identified in assessments;
- Carrying out high quality Care & Support assessments to identify needs of children and families;
- 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 the Team Manager, to maintain and develop professional practice, including identifying training needs.

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 and Quality 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 (WHERE APPLICABLE)

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"> A recognised social work qualification eg. C.Q.S.W., C.S.S. Dip, S.W. Degree in Social Work and registration with Social Care Wales. 2 years post qualifying experience 	(√) (For SW2 only)	Production of original Qualification Certificates and application form
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 and families in need. <hr/> <ul style="list-style-type: none"> Experience of caseload management Direct experience of complex cases 	(√) (√) (For SW2 only)	Interview, application form, reference and selection process.
Skills & Personal Qualities	<ul style="list-style-type: none"> Ability to form constructive working relationships with colleagues and other agencies. Ability to communicate clearly and effectively, present and comprehend complex information. Ability to prioritise and take responsibility for workload management and performance. Ability to assess and analyse risk in the widest context. 	(√) (√) (√)	Interview, application form, reference and selection process.

Attributes	Requirements	Essential	Method of Evaluation / Testing
	<ul style="list-style-type: none"> • 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. • Driving license with access to vehicle. • Ability to communicate through the medium of Welsh 	(√)	