



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

Job Title: <b>Children's Social Care Worker</b>	Grade/ Level: <b>M</b>	Post Number: <b>PCDN67</b>
Directorate: <b>Children &amp; Families</b>	Job Family: <b>Social &amp; Caring</b>	Date Prepared: <b>30/06/2020</b>

Role reports to: **Team Manager/ Assistant Team Manager**

### Job Purpose:

Assist Social Workers who work with Children in Need, including those in need of safeguarding, Children Looked After and Disabled Children to ensure that children are visited, reviews are held within statutory requirements and CiN/care plans implemented in accordance with Directorate policies, procedures and national legislation.

Assist in the provision of support to children and families in order to prevent family breakdown.

Assist with the arranging, supervision and review of contact arrangements for children receiving a regular package of services in a variety of settings, including daytime and overnight short breaks.

### Key Accountabilities:

1. To hold a caseload of Children in Need (CiN) and their families who are co-worked with an allocated Social Worker.
2. Provide support to Social Workers in the discharge of their responsibilities, as defined by the Team Manager, to ensure that reviews take place, as well as regular visits, and direct work to gather the views of children are recorded according to statutory requirements.
3. Assist with the tasks for implementing care plans in a variety of settings, for children receiving regular care packages and services, as directed by the Team Manager and ensure that individual care plans are implemented within the relevant timescales.
4. Maintain a record of visits and contacts concerning Children in Need, Children Looked After, Care Leavers and those requiring short breaks.
5. Produce relevant written reports, as directed by the Team Manager for presentation at case conferences and court hearings to facilitate informed decision making which assists the achievement of the best outcomes for children.
6. Develop good working relationship with parents/carers and families, foster carers, and key professional contacts for the children and families concerned, arranging childminders, nursery placements, transport, contact etc as appropriate, and as part of the implementation of the individual care plan.

8. Establish good relationships with the child, young person, parent and carer to facilitate good communication, information sharing and co-ordination of plans to ensure the child's health, education and social needs are met in accordance with government guidelines.
9. Arrange, supervise and record supervised contact arrangements between children and their families under the guidance of the Team Manager.
10. Liaise with external agencies to gather information for assessments, to assist the Social Workers to carry out thorough investigations, and are supported in making informed decisions and in drafting and implementing care plans which ensure the best interests of the child are paramount and that good outcomes for the child are achieved.
11. Undertake case summaries and compile chronologies and genograms for all children as required, to ensure that comprehensive and accurate information is available to Social Workers and Team Managers so that timely decisions can be made around interventions.
12. Monitor and evaluate the implementation and effectiveness of your contribution to children's care plans in consultation with other key professionals reporting back to the practice supervisor/team leader outcomes in accordance with Directorate requirements.

**Supplementary Accountabilities:**

- Contribute to the effective and efficient service delivery according to priorities with the service.
- Work within the legal and departmental requirements for recording.
- Work within Children and Families departmental supervision and appraisal requirements, and attend team meetings.
- Take responsibility for keeping up-to-date with changing government requirements, departmental procedures, protocols and government guidelines.
- Collate statistical and performance information for the team as required by the team manager or for other borough users.
- Ensure that any identified personal learning needs are discussed with your immediate supervisor. Participate in learning and development as required and participate in learning and development as required.
- Undertake any other duties that can be accommodated within the grading level of the post, including supervising complex contact on occasions.
- To be involved in the compilation, setting up and facilitation of groups. (CFIT)
- To act as Link Workers to other professional agencies (CFIT)
- Identify needs/resources in the community and with other professional agencies and make appropriate referrals for families to access these e.g. STEP. Stepping Forward etc in order to prevent family breakdown and to assist in reunification. (CFIT)

Job Scope: Number and type of jobs managed:

Typical tasks supervised/allocated to others:

Job Scope:

Budget:

Assets:

**Knowledge and Experience:****MINIMUM :**

- Good basic education & attendance on internal or external child care courses
- Experience working direct with children, some of which must be within a local authority
- General working knowledge of relevant legislation, guidance, policy, procedures, and working knowledge of good child care practice.
- Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day

- Computer literate and working knowledge of relevant IT software packages.

**PREFERRED:**

- NVQ Level 3 Health and Social Care Children and Young people's Award
- Experience of working with children in need and their families
- Evidence of learning and development undertaken with families and their relationships

**Decision Making:**

- The post holder will report for supervision to their Team Manager/Assistant Team Manager, and through supervision will receive guidance on decisions relating to their work.
- Decision-making is mostly based on knowledge and experience gained if working with children and families, and alongside colleagues and other professionals. However, we must always respect the right of both children and families to be fully involved in the decision making process.
- The role involves making direct decisions, recommendations and collective decisions on a regular basis.
- Recommendations and collective decisions are made at all stages of work with a family including when care planning. These have significant impact on service delivery and can have long-term implications.

**Contacts and Relationships:**

- Ability to communicate with children and young people
- Excellent interpersonal skills in order to communicate with colleagues. Good report writing skills and ability to communicate in writing
- Trustworthy and respecting of confidentiality

**Creativity and Innovation:**

- The role involves being able to adjust to constant demands and changes, to facilitate families and their needs.
- Work flexibly and creatively to identify solutions to support children and families to achieve their goals using a variety of methods e.g. group work, counselling, play therapy and family group conferences.

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures

In accordance with the provisions of the Health & Safety at Work etc Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your line manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy.

This post is subject to an enhanced DBS disclosure which will be carried out if your application is successful.

#### Safeguarding - Children & Vulnerable Adults

This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Staff must work in accordance with the South West Child Protection procedures and Child Protection/Safeguarding Policy and understand their role within that Policy.

#### Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

##### **Connected: We put Swindon and its people at the heart of everything we do.**

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, "is what I am doing in the best interests of Swindon and its people,"?

##### **Resilient: We are forward thinking and work smart**

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

**Brave: We respect and work together with our colleagues and customers to achieve success**

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	