



## Experienced Social Worker Role Profile

<b>Job Title:</b> Experienced Social Worker	<b>Role Profile Number:</b> BASW-E
<b>Grade:</b> R - £37,061- £40,072 p.a.	<b>Date Prepared:</b> May 2019
<b>Directorate/Group:</b> Children's Services	<b>Reporting to:</b> Assistant Team Manager/Team Manager
<b>Structure Chart attached:</b>	No

### Job Purpose

To practice in accordance with and uphold the Standards of Professional Practice for social workers as defined by Social Work England, which includes the code of ethics and the continuing professional development requirements in order to maintain registration as a social worker to be able to work in England.

To practice in accordance with the BASW Professional Capabilities Framework for Social Workers (the national occupational standards for the profession) at the level of Experienced Social Worker.

Practitioners working in line with the Experienced Social Worker level of the Professional Capabilities Framework (PCF) are more autonomous in their role than at lower levels of the PCF. They are expected to demonstrate expert and effective practice in complex situations, assessing and managing higher levels of risk, striking a balance between support and control, liaising with a wide range of professionals, including more senior levels. They manage complex caseloads, and offer expert opinion within the organisation and to others. They chair a range of meetings, offer expert support to case conferences, and produce high quality assessments and reports for a range of functions. They model good practice, setting expectations for others. They start to take responsibility and be accountable for the practice of others, mentoring newly qualified social workers, and supervising the work of junior staff. They undertake capacity-building with individuals, families, communities, user groups and voluntary organisations, and contribute their views on service provision to commissioners.

## **Key Accountabilities**

- To support carers to continue in their role in complex situations.
- To ensure accurate and timely recording of all information and activity onto the social care records database in accordance with work targets set by the Team Manager and Supervisor.
- To gather sufficient information about individuals in order to assess their needs against eligibility criteria.
- To contribute to local knowledge (within the team and the service) about universally available services, including what is available within the voluntary and community sector, as well as the Department's commissioned and contracted services and to signpost/advocate for individuals accordingly.
- To have advanced skills and knowledge in assessment, support planning and the management of risks for individuals and to be able to apply Council policy and support individuals to manage risk appropriately.
- To practice in line with legal requirements, demonstrating a detailed understanding of the relevant legislation and guidance.
- To advise, guide and support colleagues to meet legal, procedure and practice requirements.
- To identify where children may be at risk and to act in accordance with the Department's safeguarding policies and procedures.
- To carry out one to one supervision once a month with allocated staff ensuring that supervision is timely and recorded and that any practice concerns are communicated to senior staff/line managers.
- To take on formal assessor role for newly qualified social workers undertaking the Assessed and Supported Year (ASYE).
- To participate in Practice Education Professional Standards (PEPS) training and undertake placement supervision of student social workers.
- To represent the council in multi-disciplinary working with health, police and other colleagues, working collaboratively to ensure effective communication / information sharing and to support decision making processes.
- To write reports for court hearings and to present evidence in court, including Court of Protection and High Court.
- To ensure that Council corporate and departmental policies and procedures are followed at all times.
- To contribute proactively to the effective working of the team with a positive attitude, by sharing knowledge, offering advice and support and by preparedness to be involved in the development of services.
- To take the lead in organising and conducting peer group developmental sessions within the team and across teams as required.
- To fully engage and prepare for own supervision and appraisal through self-evaluation, ensuring that continual professional development is evidenced.

- To be an ambassador for the Council and the department at all times, always representing the Council positively, professionally and appropriately at meetings with individuals, external partners and agencies.
- Manage an allocated caseload appropriate to the extensive experience of the Experienced Social Worker, to include complex assessments of children, families and parenting and other work to meet statutory requirements.
- Work within Swindon Borough Council's policies, procedures and good practice guidelines in order to meet the needs of the children and families allocated.
- Work with children and young people, families, carers and communities to help them make informed decisions, engender change enabling them to clarify and express their needs, and contribute to service planning.
- Undertake specialist assessments, for your and other workers' cases, for court proceedings, including parenting and kinship assessments.
- When working with families recognise monitor and assess risk. To ensure information about risk is escalated to managers in a timely manner.

### **Safeguarding**

For all roles within the service, Swindon Council is committed to safeguarding and promoting the welfare of children and families, and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable child in accordance with the agreed safeguarding procedures. If your own conduct in relation to the safeguarding of vulnerable children gives cause for concern, the council's agreed safeguarding procedures will be followed, alongside implementation of the council's disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable children responsibilities, to their line manager.

All children have the right to grow up safe from harm and the Children Act 1989, and 2004 place duties on all agencies to promote and safeguard the welfare of children in need and at risk in their local area. A child is defined within the Children Act 1989, as anyone who has not yet reached their 18th birthday. The Swindon LSCB Multi-Agency Threshold Guidance is aimed at every agency, statutory, voluntary, private and independent which works directly or indirectly with children, young people and families. The purpose of this guidance is to help agencies identify a child's degree of need and respond appropriately. The threshold document includes: The assessment framework to determine and decide when a case should be referred to the local authority children's service.

### **Knowledge & Experience**

- Proven track record of strengths-based social work with adults, including the safeguarding of adults.
- Extensive knowledge of health and social care and other relevant legislation policies and guidance.
- Evidenced experience of professional and personal development following achievement of professional qualification, likely to be a minimum of 2 years post-qualification.

- Evidence of giving informal supervision.
- Well-developed interpersonal skills and ability to effectively communicate with people in a variety of ways and levels.
- Ability to utilise a range of Microsoft and electronic social care record software.
- A self-starter, a well organised person who is passionate about delivery of high quality person - centric services.
- Ability to work with others in a developmental way.
- Must be able to write clear, complex and accurate reports.
- Some relevant professional experience post qualification in a similar work environment.
- Expert knowledge of relevant policy, systems, work practices, professional guidelines, legislation in the area of specialism.
- Experience of multi-disciplinary and partnership working and awareness of the issues involved.
- Planning and workload management skills, with accurate record keeping and report writing.
- Experience of giving formal supervision and appraisal.
- Proven assessment and investigation skills appropriate to the scope of the role. Ability to carry out complex client assessments.
- Experience of using professional knowledge to work within referral systems according to established criteria.
- Proven ability to work with challenging client groups and situations.
- Excellent interpersonal and communication skills.
- Proven ability to deliver training with good presentational skills.
- You must be fluent in the English language (as a requirement of Part 7 of the Immigration Act - for the effective performance of a client-facing role).
- Experience of identifying the needs of children and young people and establishing targeted planning to meet their needs.
- Experience of multi-disciplinary working with children and families and chairing formal multi-disciplinary meetings.
- Experience of undertaking assessments and writing court reports and presenting evidence in court.
- Knowledge of child protection, looked after children, and associated child in need social work practice issues
- Knowledge and understanding of the framework for the assessments of children in need and their families.

### **Qualifications**

- Qualified Social Worker, Degree in relevant profession with evidence of post qualifying learning and development.
- SWE registered.
- Post graduate qualification in a relevant area, e.g. Practice Educator or Best Interests Assessor or Approved Mental Health Professional.

## **Decision Making**

- Using general guidelines and utilising a wide range of relevant information, make decisions where advice is not readily available.
- Assess the options and take appropriate action, where only general guidelines exist.
- Make appropriate decisions to ensure outcomes are achieved which serve the best needs of individuals and as a consequence can result in improved services.
- Understand that the consequences of the decisions will have a material effect on the service.
- Conduct assessments of clients' circumstances and issues to determine intervention or referral to the appropriate service.
- Ensure appropriate support/care plans are developed and that considerations are made to the cost effectiveness of these plans.
- Provide advice and guidance on complex issues which could be contentious and challenging in nature.
- Assess and manage higher levels of risk that involve multi-agency input, complex family dynamics, serious hostility and conflicts of interest.
- Critically track actions and care planning outcomes to ensure good outcomes for children.

## **Creativity and Innovation**

- Work on own initiative to manage own activities and contribute to longer term activities / plans. Creativity and innovation is a feature of the job along with ability to interpret general guidelines to resolve issues.
- Identify areas where improvements could be made within own role.
- Use independent analysis and judgement to apply knowledge of systems, procedures and best practice and in assessing risk to clients or others. Subject to practices and procedures which have clear precedents or operational guidance. Subject to managerial control and review of results.
- Plan and implement interventions and actions for allocated cases.
- Assist in more complex cases under supervision, or where appropriate shadowing experienced colleagues.
- Apply professional knowledge and experience to interpret and recommend policy, resolve complex issues, proactively anticipate problems and deliver solutions which enhance the quality and efficiency of services.
- Responsible for meeting performance standards within a policy framework and regulatory guidelines. Considerable scope to exercise initiative in taking action - within the boundary of well-defined policies.
- Contribute to long term strategies.
- Responsible for professional advice, assessments or referrals, ensuring interventions are timely and cost effective.
- Manage a complex and varied caseload within a framework of policy and procedures –subject to managerial control and review of results.
- Research information to support and develop services for the client group.
- Prepare standard reports and contribute to reports for court / tribunals as required, representing the service at court / tribunal attendance as required.

<b><u>Job Scope</u></b>	<b>Budget Holder</b>	<b>Yes/No</b>
<p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• None Directly Managed, requirement to support junior members of staff.</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• To provide professional advice to Junior staff</li> <li>• To review Junior staff work and advise on decision making</li> </ul>	<p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>.</p>

### **Contacts and Relationships**

- Provide more specialist / professional advice and guidance where the situation and outcome are not straightforward or well established. Liaise with professional colleagues, providers and external agencies to gather and exchange information and co-ordinate actions and interventions where required.
- Support or guide colleagues / individuals / stakeholders on issues relevant to the service area.
- Deal with people at all levels confidently, sensitively and diplomatically.
- Be first point of contact on a range of queries from internal / external people, will be dealing with challenging situations where influence could be required.
- Support parents or carers regarding development issues including complex problems.
- Contacts will include: Colleagues, senior managers, partners, Individuals, members of the public, and stakeholders.

### **Values and Behaviours**

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

### **Other Key Features of the role**

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

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