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| <b>Job Title:</b> Experienced Social Worker   | <b>Role Profile Number:</b> SBC_11713       |
| <b>Level:</b> CFL 10                          | <b>Date Prepared:</b> Feb 2024              |
| <b>Directorate/Group:</b> Children's Services | <b>Reporting to:</b> Assistant/Team Manager |
| <b>Structure Chart attached:</b>              | No  |

### Job Purpose

Experienced Social Workers are expected to demonstrate clear, analytical and effective practice in complex and often multi-faceted situations, assessing and managing higher levels of harm striking a balance between support and control, liaising with a wide range of professionals, including more senior levels across partner agencies when required.

They are expected to manage complex caseloads; this is, for example, children deemed to have high level of need and a number of assessed risks, and offer professional evidence-based opinion within the organisation and to others. This may be in verbal or written form. They chair a range of child case meetings, offering support to Child Protection conference on children known to them and Child care reviews where they will be required to produce high quality assessments and reports for a range of functions.

They model good practice, supporting the team and service as a whole uphold high practice standards. They undertake capacity-building with individuals, families, communities, user groups and voluntary organisations, and contribute their views on service provision to commissioners.

They are to evidence practice for a minimum of 2 years in a statutory setting.

To work within relevant legislation and the procedural framework set out by Swindon Borough Council.

To work collaboratively with Children, young people and families to assess their needs, plan and deliver services in accordance with the social work team's area.

To uphold standards of practice for social workers as defined by social Work England (SWE) and in accordance with the BASW Professional Capabilities Framework for Experienced Social Workers.

## **Key Accountabilities**

- To work independently, to hold and effectively manage a more complex and multi-faceted caseload, and ensuring appropriate levels of responsibility commensurate with the individual's knowledge and skills
- Work directly with children, young people and Families, involving all key family members and prioritizing children and young people's safety. Work using a variety of interventions focusing in the main with the practice tools of the Family safeguarding model methodology which works to promote collaborative approaches with families to empower them to find solutions whilst ensuring working within policies, procedures of Children Services and regulatory standards
- Carry out meaningful and in-depth ongoing assessments of social need and risk/harm to children with particular focus on parental capacity and parent's ability to change
- Recognize harm and risk indicators of different forms of harm for children relating to physical, sexual, emotional harm as well as neglect. Consider the possibility of exploitation in all forms including on line which pose a risk to children, recognizing too the potential for children to be perpetrators of abuse
- Manage and resolve complex and high-risk situations using negotiations and diplomacy, involving individuals, their families, or staff groups, seeking support from manager(s) when required.
- Provide statutory support to more complex social work cases assessed as high need, high harm, potential or likelihood to access court processes or statutory care
- Ensure SMART child Centered plans are in place so all partners including parents and children can measure and sustain progress in child protection process and planning
- To attend and contribute to section 47 strategy meeting and planned child Centered outcomes
- Write reports for court hearings and to present evidence in court, including Court of Protection and High Court where it is deemed necessary
- To have enhanced skills and knowledge in assessment, planning and the management of risks for individuals and to be able to apply Council policy and support individuals to manage risk appropriately and/or ensure information about harm is escalated to managers in a timely manner. If individuals are identified as at risk then act in accordance with safeguarding policies and procedures
- Ensure accurate and timely recording of all information and activity and case notes onto relevant IT systems in accordance with operational practice standards
- Represent the council and / or lead in multi-disciplinary working with health, police and other partner organisations, working collaboratively to ensure effective communication / information sharing and to support decision making processes
- Responsible for attending and fully contributing to supervision once a month with responsible Managers. Supervision must be timely and recorded and that any practice concerns are communicated to senior staff/line managers if applicable
- Take on formal assessor role for newly qualified social workers undertaking the Assessed and Supported Year (ASYE)
- Contribute to local knowledge (internally within and externally) about universal 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 children, young people and Families where you can

- Operate within defined budgetary and financial limits as outlined in the Service and Council scheme of delegation
- Ensure that Council's corporate and service policies and procedures are adhered to at all times and take the lead in organising and conducting peer group developmental sessions within the team and across teams as required such as a participation or practice champion

### **Supplementary accountabilities**

- 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 and external partners and agencies
- To contribute proactively to the effective working of the team with a positive attitude, by sharing knowledge, offering advice and support and demonstrate regular involvement in the development of services
- To take an area of practice specialism and ensure that it is embedded in team and service area
- Promote equality and diversity best practice in all areas of work and treat everyone with fairness and dignity whilst demonstrating the commitment to anti-discriminatory and oppressive practice
- Recognise health and safety is a responsibility of every employee.
- Take reasonable care of self and others and comply with the Council's Health and Safety policy and any service-specific procedures/rules that apply to this role
- Ensure conduct is within the expectations of our corporate values and behaviours
- Swindon Borough Council have teams in various locations across the town. You could be asked to work from a different team if the business requires you to do so

### **Safeguarding**

For all roles within Children's Social Care. 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 Safer Swindon Partnership (SSP) has developed the Levels of need Document in 2024 which 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 Levels of need document includes: The assessment framework to determine and decide when a case should be referred to the local authority children's service referral and assessment team for statutory services under: section 17, section 47, section 31 and section 20 (Working Together 2023).

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Proven track record of strengths-based social work with adults and / or children, including safeguarding.

- Evidenced experience of professional and personal development following achievement of professional qualification, likely to be a minimum of 2 years post-qualification in a similar work environment.
- Evidence of giving coaching and professional support and advice to colleagues.
- Well-developed interpersonal skills and ability to effectively communicate with people in a variety of ways and levels.
- Be able to demonstrate good IT skills, able to use Word, Excel, E-mail and relevant Care Management Data Bases, be able to access and record information digitally and to promote use of self-help via digital platforms.
- To ensure confidential records that if accessed by a child later in life would be effective in their understanding decisions made regarding their involvement with the Council
- Produce accurate and influential reports utilizing appropriate evidence for the intended audience.
- A self-starter, a well organised person who is passionate about delivery of high-quality child centered services that ensures children participate at all levels of involvement
- Must be able to write clear, complex and accurate reports.
- Relevant expertise, 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.
- Proven assessment and investigation skills appropriate to the scope of the role.
- Experience of using professional knowledge to deliver outcomes to established criteria within referral systems.
- Proven ability to work with challenging client groups and situations.
- Excellent interpersonal, communication, presentation and training skills.
- Knowledge of financial assessment processes (if relevant to the role).
- 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).
- Hold an Enhanced DBS certificate.

### **Qualifications**

- Qualified Social Worker, Degree in relevant profession with evidence of post qualifying learning and development.
- Social Work England registered.
- Post graduate qualifications in a relevant area
- Trained Practice Educator or willingness to do training and undertake placement supervision of student social workers

### **Decision Making**

- Make, and support less qualified staff in making, decisions which draw on a range of appropriate information and where judgement is required to interpret advice and guidance which results in the best outcomes for children, adults and / or colleagues.
- Assess the options and take appropriate action, where only general guidelines exist and 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. Monitor and review cases and undertake less complex casework.
- 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.
- Where appropriate, assess and oversee adaptation work including advice and demonstration of specialist equipment to individuals.

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| <p><b>Job Scope</b></p> <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>Budget Holder Responsibility</b></p> <p><b>Asset Responsibility</b></p> | <p>No</p> <p>No</p> |
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**Contacts and Relationships**

*(How the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Provide 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.

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