

<b>Job Title:</b> Qualified Social Worker	<b>Role Profile Number:</b>
<b>Grade: Q1 – Q4</b>	<b>Date Prepared:</b> July 15
<b>Directorate/Group:</b> Children & Families	<b>Reporting to:</b> Assistant Team Manager
<b>Structure Chart attached:</b>	Yes

Qualified Social Worker

*Progress to practice effectively, exercising higher quality judgements, in situations of increasing complexity, risk, uncertainty and challenge. Through growing understanding they expect and anticipate, but do not pre-judge, the issues that may develop. They have greater confidence and independence (whilst accessing support when needed), and use their initiative to broaden their repertoire of responses; they have expertise in one or more areas of practice, be familiar with local resource networks and be recognised by peers as a source of reliable knowledge and advice.*

**Job Purpose**

- To provide professional and comprehensive casework to a caseload of children and young people appropriate to experience and capabilities.
- To ensure the highest of professional standards and good overall knowledge of relevant legislation regulation and practice methods
- To contribute to the provision of g
- Good quality services which integrate government and local initiatives and guidance including, for example, Working Together, Child Protection procedures, Looked After Children’s processes, the Assessment Framework and Common Assessment Framework.

**Key Accountabilities**

**Casework**

1. Manage an allocated caseload, including child protection, deemed suitable for a Qualified Social Worker who has completed their AYSE, undertaking assessments and other work to meet statutory requirements.
2. Work within Swindon Borough Council policies, procedures and good practice guidelines in order to meet the needs of children and families.
3. 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.
4. Ensure that work is up to date, with tasks completed to time scales set.
5. Ensure supervisor is kept fully apprised of problems arising from casework, workload and seek advice as and when necessary.
6. When working with families recognise monitor and assess risk, escalating issues to managers in a timely manner.
7. Develop and maintain positive working relationships with service users and other professionals.
8. Liaise with colleagues in own and other directorates and external agencies in order to gather information to inform assessment and care planning, joint planning and delivery of interventions.

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9. Maintain up to date case notes and other records using the relevant IT systems,
  10. Write assessments and reports as required, and give evidence in court in relation to care proceedings.
  11. Participate in planning and reviewing the cases of child protection, children in care and support fostering/adoption arrangements.
  12. Act as lead professional and lead and monitor multi agency actions and objectives.
  13. Where appropriate act as the duty worker for the team responding to queries and issues.

### **Continuous professional development**

14. Use supervision to reflect on cases and own skill development.
15. Keep up to date with contemporary issues in children's social work, including legislation and evidence-based practice, and use this to inform working practice.
16. Identify own individual learning needs in line with the requirements of the HCPC and PQ consolidation and attend relevant training and development opportunities.
17. Promote equality as an integral part of the role and treat everyone with fairness and dignity.
18. 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
19. Carry out any other duties, commensurate with the post, as may be required for the efficient running of the service
20. Works within the parameters agreed with the supervisor or team manager for a specific piece of work.
21. Must be aware of budgetary limitations and ensure the correct permissions are sought for any proposed expenditure

### **Knowledge & Experience**

- Social Work Degree/Diploma in Social Work and HCPC Registration.
- Social Worker qualification and (if qualifying after 2013) have completed and passed the Assessed and Supported Year in Employment.
- Evidence of commitment to continuous professional development as set out by the HCPC.
- Demonstrate professional commitment by taking responsibility for conduct, practice and learning.
- An advanced DBS check.

### **Decision Making**

- Progress to practice effectively, exercising higher quality judgements, in situations of increasing complexity, risk, uncertainty and challenge. Through growing understanding they expect and anticipate, but do not pre-judge, the issues that may develop

### **Creativity and Innovation**

- Innovative and able to recognise and develop the potential for doing things differently
- Working closely together, improving communication and connectivity in order to make better use of the resources, facilities, relationships and partnerships. Working in a collaborative manner with external and internal partners that interact with this role

### **Contacts and Relationships**

Clients, Managers, other Professionals, Frontline staff, External Agencies, other Local Authorities

## Values & Ethics

Social workers have an obligation to conduct themselves ethically and to engage in ethical decision- making, including through partnership with people who use their services. Social workers are knowledgeable about the value base of their profession, its ethical standards and relevant law.

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.

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

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