



## Qualified Social Worker Role Profile

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| <b>Job Title:</b> Social Worker                  | <b>Role Profile Number:</b> BASW-Q             |
| <b>Grade:</b> Q - £32,231 - £36,476 p.a.         | <b>Date Prepared:</b> May 2019                 |
| <b>Directorate/Group:</b><br>Children's Services | <b>Reporting to:</b><br>Assistant/Team Manager |
| <b>Structure Chart attached:</b>                 | No   |

### **Job Purpose**

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

Practitioners working in line with the Social Worker level of the Professional Capabilities Framework (PCF) are expected 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, are familiar with local resource networks and are recognised by peers as a source of reliable knowledge and advice.

### **Key Accountabilities**

- To provide statutory support to with children and families, which includes information and advice, assessment, support planning and safeguarding.
- Comply with legal frameworks for social care in line with personalisation principles, which aim to put individuals, families and communities at the heart of care and wellbeing.
- Operate within defined budgets for social care.
- Work in partnership and liaison with partners, voluntary sector organisations and others to provide coordinated support for individuals and /or families.
- 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 have a well-developed understanding of assessment, support planning and the management of risks for individuals and to be able to apply Council policy and procedures.
- To ensure that Council corporate and service policies and procedures are followed at all times.
- To contribute proactively to the effective working of the team with positive attitude, by sharing knowledge, offering advice and support and by preparedness to be involved in the development of services.
- 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.
- Promote equality and diversity best practice in all areas of work.
- 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.
- Work within Swindon Borough Council policies, procedures and good practice guidelines in order to meet the needs of children and families.
- When working with families recognise monitor and assess risk, escalating issues to managers in a timely manner.
- Write assessments and reports as required, and give evidence in court in relation to care proceedings.
- Participate in planning and reviewing the cases of child protection, children in care and support fostering/adoption arrangements.
- Act as lead professional and lead and monitor multi agency actions and objectives.

### **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 referral and assessment team for statutory services under:

section 17, section 47, section 31 and section 20 (Working Together 2013).

### **Knowledge & Experience**

- Up-to-date knowledge and understanding of strengths-based social work with children, including safeguarding.
- Knowledge and understanding of social care and other relevant legislation and wider policy context.
- 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, well organised person who is passionate about delivery of high quality person-centric services.
- Ability to work with others in a developmental way.
- Ability to write clear, complex and accurate reports.
- Evidence of appropriate work experience and reflective learning from placement experience whilst qualifying as a Social Worker and of appropriate professional and personal development relevant to length of post-qualifying experience.
- You must be fluent in the English language (as a requirement of Part 7 of the Immigration Act - for the effective performance of an individual-facing role).

### **Qualifications**

- Qualified Social Worker, Degree in relevant profession.
- SWE registered.
- May be part qualified of a higher level relevant professional qualification, licence / certificate / qualification required for the role.
- ICT skills.

### **Decision Making**

- Use general guidelines and utilise a wide range of relevant information, make decisions where advice is not readily available.
- Make evidenced based decisions.
- 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 the consequences of the decisions will have a material effect on the service.
- Conduct assessments of individual's 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.

**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 individuals 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.

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| <p><b><u>Job Scope</u></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> </ul> | <p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p> | <p>Yes/No</p> <p>.</p> |
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**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). Swindon Borough Council have teams in various locations across the town, you could be asked to work from a different team if the business required you to do so.

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