

Job title: Children's Social Worker Level 3

Department: Children's Services

Service: Children's Services

Grade: GLPC - H

Post reference number: SW CSL3

1. Job purpose

To work within current legislation, the City Council's policies and core values, and Departmental policies and procedures. Social Workers at Level 3 are expected to have completed ASYE or equivalent, carry a full and complex caseload, work with minimal supervision and provide guidance to social workers level 1-2 and unqualified staff, leading child protection investigations.

2. Principal duties and responsibilities

1. To ensure the delivery of appropriate services to children and their families, according to their assessed needs. This will include assessing the needs of children and their families against the Departments agreed threshold criteria and in accordance with National Guidance with set timescales, the creation and implementation of culturally appropriate care plans that demonstrate flexibility and innovative use of resources.
2. To deliver good outcomes for children through taking referrals, completing timely assessments and implementing effective service plans that safeguard vulnerable children.
3. To undertake child-focused assessments of need within a person centred approach, investigation and management of complex cases, including those of suspected abuse and neglect.
4. To lead on safeguarding investigations in the most complex cases and where there are multiple incidents.
5. To hold a caseload of complex cases particularly those where abuse or neglect is suspected.
6. To apply advanced knowledge of a wide range of policies in reflective evidence based practice to improve outcomes for children, their families and to contribute to service development in policy review and task groups..
7. With minimal supervision to undertake case management responsibilities that include child-focused assessments of need within a person centred approach, monitoring, co-ordinating and review of care plans.
8. To assess and promote the life chances of vulnerable children, including children in care their health, education and leisure needs

-
9. To maintain and produce professional case records and reports which are structured, clear, evidence based and logical in accordance with the Department's case recording standards and practice.
 10. To ensure that records and user information is accurate, up to date, secure and maintained, using information technology in accordance with agreed data entry systems and Data Protection Act.
 11. To be conversant with Departmental policy and procedures
 12. To take part in team duty systems providing an immediate and responsive service as the need arises in emergency work.
 13. To represent the Authority in court routinely, providing reports and acting as the lead witness and providing support to less experienced colleagues and witnesses as required.
 14. To manage own workload effectively, maintaining appropriate records and preparing and submitting reports as required within agreed timescales.
 15. To participate in mentoring and supporting practice learning students and to train as a Practice Teacher if required.
 16. To attend team meetings as required, and to participate in individual supervision with the line manager as required by the Department's supervision policy.
 17. To work proactively to promote good relationships with other professionals and agencies, as well as with colleagues within the Social Care and the City Council.
 18. To work flexibly and to participate as a team member in developing the service and ensuring that it remains 'customer driven' and appropriate to the needs and demands of the City.
 19. To demonstrate commitment and sensitivity to ensuring equality of opportunity in service delivery.
 20. To undertake further training and development as necessary in order to enhance practice and service delivery.
 21. To practice in accordance with the Care Standards Act 2000 Code of Practice for Social Care Workers, GSCC guidelines and City Council Code of Conduct for Employees.

3. All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4. All staff are expected to abide by the obligations set out in the Information Security Policy , IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered, and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

5. This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

6. Numbers and grades of any staff supervised by the post holder:

N/A

7. Post holder's immediate supervisor: Team Manager

Prepared by/author: Helen Blackman

Date: October 2014

Job title: Head of Neighbourhood Fieldwork

Note: This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

Signature:

Date:

Job title: Children's Social Worker Level 3

Department: Children's Services

Service: Children's Services

Grade: GLPC - H

Post reference number: SW CSL3

Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Social Work Practice	Professional Social Work qualification (CQSW, CSS, DipSw).		✓			✓
	HPCP Registered.		✓			✓
	Direct experience working with children in a child care setting.		✓		✓	
	Knowledge of relevant child care legislation and Government Guidance.		✓		✓	
	Commitment to child centred practice.		✓		✓	
	Understanding of the department's responsibilities to children who are in care/subject to child protection plans.		✓		✓	
	Ability to develop skills/use 'Microsoft Windows' based information technology.		✓	✓		
	Good communication skills and the ability to relate to children and young people.		✓		✓	
	Ability to write appropriate reports and case records.		✓	✓	✓	
	Ability to analyze information and identify a child's needs and how they might be met.		✓	✓	✓	
Partnerships and networking	Evidence of pro-active approach to promoting equality of opportunity for children and young people.		✓		✓	
	Understanding of the reasons why successful partnership working is critical to good outcomes for children.		✓		✓	
Accountability	Ability and experience of working with a range of agencies and other professionals and forming positive working relationships.		✓		✓	
	Ability to use supervision appropriately.		✓		✓	

	Commitment to continued improvement of own practice to enhance service delivery.		✓		✓	
	Ability to take initiative when immediate action is needed		✓		✓	
	Able to work flexibly, outside 'normal' office hours on occasions to produce good outcomes for children.		✓			
Work to promote mutual respect and good relations	Sensitivity to a diverse range of service users and evidence of responding to their different needs.		✓		✓	
	An understanding to the City Council's Equality and Diversity Policy, a commitment to its implementation and application in employment and service delivery.		✓		✓	
Work Related Circumstances	Willingness to comply with the City Council's non-smoking policy.		✓			
	An enhanced DBS check is required.		✓			✓
	Possession of full driving licence, access to a vehicle and willingness to travel both inside and outside the council area as required.		✓			✓

P: Pre-application **A:** Application **T:** Test **I:** Interview **D:** Documentary evidence

Prepared by/author: Helen Blackman

Date: September 2014

Job title: Head of Neighbourhood Fieldwork