

Job Description Template

Job Description

JOB TITLE:	Social Worker
GRADE:	I-K
POST NUMBER:	
DIRECTORATE:	Children and Culture Directorate
SERVICE:	Children social care
RESPONSIBLE TO :	Heads of Service/Group Manager/Team Manager
RESPONSIBLE FOR:	
	DBS Enhanced check required
	This post is not politically restricted
JOB SUMMARY:	1. To provide high quality casework and service to vulnerable children and families, ensuring social work practice is in the best interest of children. 2. Safeguard children, and improve outcomes for children in terms of their health, education, social and emotional well-being. This involves providing a service to users that ensures that assessments, care plans and actions are in place to promote the longer term safety, welfare and well-being of children and young people, enabling them to maximise their life chances. 3. Provision of social work services, working with individual service users, providing early help, undertaking assessments, interventions and reviews, in line with professional frameworks and National Performance indicators and other relevant local and national guidance, for children in need, those subject to child protection and criminal justice processes, looked after children and care leavers and their carers; providing advice, assistance, counselling and other forms of personal assistance with the aim of empowering, enhancing and protecting individual welfare. 4. Contribute, as an active member to a positive team culture, to achieve the objectives of the service, working with Restorative Practice as our overarching analytical practice framework. 5. Be a positive role model for children and families and build partnerships with others to work collaboratively.
ROLE REQUIREMENTS:	1. Prioritise and respond to requests for assistance, establishing sufficient information about the needs of clients so as to be able to determine the level of risk and the nature and type of support required. 2. Maintain accurate case records to include information and

	analysis, and fulfil national timescales, procedures and statutory duties in line with national and local policies, practices and procedures. 3. Carry out assessments of needs and risk, and liaise with other specialists and agencies as necessary, and enable them to be involved and contribute to the process. 4. Ensure that assessments, planning and interventions pay particular attention to individual needs, strengths and wishes, and include critical reflection and analysis, aims, and options to achieve change. Develop and progress care plans as necessary, ensuring that care plans include clear statements of purpose, change, outcome and impact for child and family social work. 5. Undertake at all times to work respectfully and collaboratively with service users, and take into account the views of children, young people and their carers and to facilitate inclusive practice to ensure participation is achieved. 6. Initiate, chair and participate in reviews, cases conferences and other professional meetings, and provide reports as required. Undertake court work as required. 7. Negotiate with users, carers and internal and external partners concerning the methods to meet the needs identified by each assessment. Plan services to meet individual needs in cooperation with children and families; to form trusted and effective working relationships with relatives, carers, friends, health and colleagues from other agencies [e.g. education, health, police, employers, and housing]. 8. Assist and enable users and carers to play a full part by extending to them advice, support, consultation and guidance and arrange advocacy services, and escalating issues, where necessary 9. Work within budgetary limits laid down by Council policy and to operate within the Financial Regulations and Standing Orders of the Council. Inform the line manager of specific needs which cannot be met because of the unavailability of services or because of limits to budgetary provision. 10. Maintain awareness of current research findings and ensure all assessments and plans are informed by research and evidence. 11. Actively engage with supervision and review / appraisal arrangements and be able to receive, critically reflect and learn from feedback, to review and develop the capabilities and competencies as set out in the Person Specification as required. Participate in the creation and implementation of a personal training plan in conjunction with management. 12. Take responsibility for managing own workload and caseload. 13. Maintain high standards of professional practice and conduct, and promote and enhance such practice within the organisation. 14. Maintain an effective system for reviewing assessments, care plans, actions and services. 15. Ensure that services are efficiently and effectively provided and identify gaps in services and advise managers accordingly. Actively seek out feedback on services. 16. Promote an awareness of, and commitment to, the Council's equal opportunities policy in relation to both
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	employment and service delivery. 17. Ensure full compliance with the Health and Safety at Work Acts, the Council's Health & Safety policy and all locally agreed safe methods of work. 18. Participate in the planning and delivery of service duty and cover arrangements. 19. Maintain confidentiality and apply data protection requirements. 20. Understand and adhere to the professional regulatory body. Apply codes of conduct such as the HCPC code of practice in all aspects of work, and understand and be able to apply the Knowledge and Skills in your own and others' practice.
CORPORATE RESPONSIBILITIES	21. Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach. 22. Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented. 23. Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups. 24. Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role. 25. Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
PEOPLE	26. Work as a member of a team providing a service to users that ensures initial actions, arrangements and care plans are in place to safeguard and promote the well-being of children and young people Support childcare planning in respect of all family and children cases, and chair such meetings where appropriate 27. Comply with supervision and appraisal arrangements and use feedback to review and modify interventions and care plans as appropriate.
PERFORMANCE	28. Undertake at all times to take into account the views of children, young people and their carers and to facilitate their participation in the assessment, intervention and review process. 29. Make appropriate assessment of individuals' social care needs in collaboration with health and other relevant agencies, taking into account the wishes of individuals and their carers. 30. Plan services to meet individual needs in co-operation with relatives, carers, friends, health and other care agencies.

	31. Implement and operate systems, in accordance with the Council's policies and procedures which ensure that the quality and standards of professional practice and performance are achieved.
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OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post

Responsibilities per team below:

MASH Multi Agency Safeguarding Hub

1. Provision of social work services, working with individual service users, undertaking assessments in line with the Assessment Framework and other relevant local and national guidance, including that for looked after children and young people, providing advice, assistance, counselling and other forms of personal assistance with the aim of enhancing and/or protecting individual welfare.
2. Complying with the statutory requirements of the relevant children and young people, mental health or community care legislation, and working in line with the requirements of the Council's policies and procedures to ensure that children are safeguarded and able to maximise their life chances.
3. Working as a member of a duty and assessment team, providing a duty and assessments service to users that ensure initial actions, arrangements and care plans are in place to safeguard and promote the well-being of children and young people.
4. To provide a duty system, operating as a multi-disciplinary team to process and screen new referrals signposting or routing appropriately other services and advising other professionals.
5. To support transition for children and families moving from statutory services to targeted and universal services.

Assessment and Intervention Team

1. Provision of social work services, working with individual service users, undertaking assessments in line with the Assessment Framework and other relevant local and national guidance, including that for looked after children and young people, providing advice, assistance, counselling and other forms of personal assistance with the aim of enhancing and/or protecting individual welfare.
2. Complying with the statutory requirements to ensure that children are safeguarded and able to maximise their life chances.
3. Working as a member of a duty and assessment team, providing a duty and assessments service to users that ensure initial actions, arrangements and care plans are in place to safeguard and promote the well-being of children and young people.
4. Working as a member of a team, providing a service to users that ensures that actions, assessments and care plans are in place to promote the longer-term safety and well-being of children and young people.

Family Support and Protection Team

1. Provision of social work services, working with individual service users, undertaking assessments in line with the Assessment Framework and other relevant local and national guidance, including that for looked after children and young people, providing advice, assistance, counselling and other forms of personal assistance with the aim of enhancing and/or protecting individual welfare.
2. Complying with the statutory requirements of the relevant children and young people, mental health or community care legislation, and working in line with the requirements of the Council's policies and procedures to ensure that children are safeguarded and able to maximise their life chances.
3. Work as a member of the team, providing a service to users that ensure that actions, assessments and care plans are in place to promote the longer term safety and well-being of children and young people, enabling them to maximise their life chances.

Children with Disabilities Team

1. To work within a multi-disciplinary approach to provide early help and a statutory social work service for children with disabilities; undertaking child in need and carers and child protection assessments, undertake care package reviews, and contribute to Continuing Care and Education, Health and Care Plans.
2. To work in a multi-disciplinary context to safeguard and provide a high quality corporate parenting service for children looked after with a disability, to maximise their life chances.
3. Assess and help families' access provision which may include a range of universal provision; short breaks, individual budget or direct payment, personal care, mobility, communication, social, psychological or behavior management support, advocacy; and services for young people with a disability preparing for adulthood.
4. Contribute and ensure that children and young people who are disabled or who have complex health needs receive co-ordinated, high-quality child and family-centered services which are based on assessed needs, which promote social inclusion and, where possible, enable them and their families to live ordinary lives.

Children Looked After Team

1. To work in a multi-disciplinary context to safeguard and provide a high quality corporate parenting service for children looked after, to maximise their life chances.
2. Undertake a range of assessments, intervention and review for and with children looked after and their families; inclusive
3. of statutory duties, court work, permanency planning, advising on contact and matching, undertaking direct work and pathway planning.
4. Improve outcomes for children in terms of their safety, health, education, social and emotional well-being.
5. Visit, listen and meet the holistic needs of children and young people looked after in partnership with their carers.

Through Care Service

1. Provision of Leaving Care Support Services, undertaking pathway assessment and planning process, including education, training, employment, accommodation, health, personal support, family and social relationships, practical skills and financial assistance.
2. Working with individual service users to provide advice, assistance and support and other forms of personal assistance with the aim of enhancing or protecting or protecting individual welfare.
3. To contribute as a corporate parent to listen and support children looked after and care leavers to develop into resilient, successful individuals.
4. Provision of high quality and timely care for all care leavers so they are able to form healthy relationships and have a sense of achievement and purpose.

Family Centre Social Worker (Eva Armsby)

1. Working as part of a team, providing a range of specialist assessment and Interventions services (both center based and outreach) specifically targeted to families with complex needs, within a diverse local community.
2. Undertake assessments and Interventions that are critically reflective, analytical and evidence based, utilising relevant social work tools, knowledge and theory.
3. In partnership with professionals in house and colleagues across agency boundaries, ensure that work is undertaken in line with agency care plans to safeguard and promote the well-being of children and young people.
4. Ensure that services are both preventative and responsive and offered in a flexible way to address issues as they occur, including offering some services outside of core hours.

Fostering Development Team

1. Provision of an effective and high quality social work service within the Fostering Development Team, which includes undertaking a range of tasks relating to the recruitment, training, assessment, monitoring and support of foster carers.
2. Supervision of foster carers in accordance with legislation, standards, guidance and good practice to appropriately meet the needs of Children Looked After and young people requiring substitute care.
3. To link with external foster parents as appropriate.

Permanency and Adoption Support Team (PAST)

1. Responsible for the recruitment, assessment and training of prospective adopters, special guardians and friends and family carers.
2. Responsible for family finding for children where the care plan is adoption or permanency.
3. Providing on going pre adoption order support to prospective adopters, and their families.
4. To work as part of a team providing comprehensive support services to adopted people, their parents, birth relatives, special guardians and their families.
5. To take part in the management and development of the letterbox service, and support direct contact arrangements.
6. To provide access to information, advice, support and assistance to adopted people and their adoptive and birth families.
7. To support the work of the teams within the children's social care where this is applicable.

Life Story (PAST)

1. Work with birth family members, carers and professionals to collate information about the lives of children in care in order to complete life story books, and to advise and support other social care professionals in the same task where required.
2. Provide a range of learning opportunities and training courses to foster carers, adopters, special guardians, and social care professionals on all matters relating to life story work.
3. Offer individual consultations for professionals with respect to attachment, child development and direct work skills, suggesting existing resources and helping to prepare tailor made ones with a view to creating a range of life story work materials that match children's individual needs.
4. Contribute to the annual team plan for PAST and to the boroughs policy and development work with respect to all aspects of life story work including Later Life Letters and Life Appreciation Days.

Adoption Support (PAST)

1. Provide birth records, counselling to adopted adults, including preparation of the records to comply with all relevant information governance requirements and the Adoption Regulations.
2. Provide intermediary services to adopted adults and birth relatives.
3. Provide a range of post-order adoption assessment, intervention and support services to adopted children, their parents, birth relatives and their families. This includes supporting letterbox contacts, the management of /supervision of complex contacts and group work.
4. Provide a range of post order assessment and support services to special guardians, children subject to SGOs and their families in accordance with Special Guardianship Support Regulations.

Child Placement Team

1. To discharge the authority's responsibilities under the Children Act 1989 and other relevant legislation with respect to children in need, including particularly those in need of protection and those looked after by the authority.
2. To ensure that the council's eligibility criteria, policies and procedure are followed in relation to Looked After Children.
3. To match the assessed needs of children and young people to potential placements.
4. To monitor the performance of current providers of placements and to also gather information on additional providers and to help maintain and update the team's database.

Edge of Care Team

1. Provide focuses and targeted interventions to families with children on the cusp of care to avoid family breakdown and enhance parenting. This includes participation in a weekend outreach rota.
2. Provide reunification support to young people (11-17 years) in foster care and their families to facilitate a safe return to family care.
3. To work in partnership with other statutory workers to progress safeguarding plans and by attending/contributing to a range of safeguarding meetings such as: core groups, children looked after reviews, child protection conferences and child in need meetings.
4. Provide an early assessment and intervention service to promote safety and wellbeing, and prevent escalation to Tier3 statutory services if possible. This includes: mediation, parenting skills help, and direct work with children and young people.

CAMHS in Social Care Team

1. To undertake specialist child mental health assessments, including risk of self-harm and suicidality, where a child is displaying signs of emotional and psychological difficulties.
2. To design and coordinate care plans for children deemed to be in need of specialist mental health support to reduce the risk of harm to self or others and maximise their emotional well-being.
3. To liaise and advise the wider network of family and professionals around the child about the impact of mental health issues on all aspects of their lives, ensuring knowledge and research in this area is well understood.
4. To undertake individual or family based therapeutic interventions for children suffering, or likely to suffer, mental health difficulties as part of the wider care plan.
5. The work with a wider multi-disciplinary team of mental health professionals in CAMHS to ensure the child is benefitting from all aspects of the service specialisms.

School Social Work

1. Working from school settings delivering a high quality social care service to children and their families and meeting outcomes in relation to the Early Help/Early Intervention agenda.
2. Providing social work support to schools in relation to safeguarding and securing the welfare of pupils.
3. Participating in and supporting Common Assessment Framework (CAF) /Team around child (TAC) processes in schools along with other agencies and professionals.
4. Undertaking direct work with those children and families identified as vulnerable at Tier 2 of the Family Wellbeing Model to address the concerns and issues affecting them and seeking to avoid them passing thresholds for Tier 3 statutory intervention.
5. Offering a menu of support for pre and post statutory work ranging from undertaking preventative work with children and families through to solution focused targeted intervention with hard to engage families with the emphasis on enhancing parenting.

Social Work Children's Centre

1. Develop consistent, high quality early family intervention practice across the borough
2. To provide social work support and advice as part of the Children's Centre Team in a cluster of centers as directed by Lead Officer in the Integrated Early Years' Service.
3. To play a significant role in safeguarding and promoting the welfare of children and families /carers
4. To provide a focused specialist advice, professional consultation and guidance, in all complex cases, to Family Intervention Worker staff as well as contribute to the development of practice standards within the service including monitoring and auditing of

case files of the Centre.

5. To undertake professional mentoring of Family Intervention Workers and social work students as required, using educative approach to capacity build skills and confidence.
6. To undertake reflective practice sessions for Family Intervention Workers
7. To support the delivery of preventative/ early intervention work within children's centres in Tower Hamlets by actively encouraging the use of Tower Hamlets Family Wellbeing Model (FWM) in identifying needs and providing the most effective support for children and their families across all levels of needs.
8. To work in a multi-disciplinary children's center, ensuring safeguarding issues are prioritised with high quality service delivery through partnership work and shared vision, drawing upon a wealth of experience and professional networks to improve outcomes for children and families.
9. To support the Children's Centre staff in the effective use of the Common Assessment Framework (CAF) and to work closely with all professionals through the process of Team Around Child (TAC) meetings.
10. To provide adequate assistance to staff in undertaking good quality assessments and responding to different levels of need as set out in Tower Hamlets Family Wellbeing Model (FWM) and other relevant local and national guidance.
11. Continue to improve the interface between statutory services and children's centers, ensuring that decisions around children's risk and threshold are both appropriate and timely
12. As part of the Council's approach to early intervention and prevention, enable social work to have a community presence, which allows families to access support earlier.
13. To co- work with family support workers on challenging cases, in order to increase the competence and confidence of family support workers. Examples of when co-working would be appropriate include modelling engagement with hard to reach families, and observing unusual behavior in children in order to provide consultation.
14. To triage cases referred to children centers at T2 and allocate them to appropriate centers.
15. To prepare and lead self-reflective practice sessions for Family Intervention Workers.

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Requirements	Person Specification for the Post of	Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	1. Working knowledge of the framework within which social care operates, inclusive of legislation and national guidance and procedures specific to this post	E	ATI
	2. Knowledge and understanding of how professional social work practice is quality assured and ability to integrate this	E	ATI
	3. National minimum standards for Children's Social Care, Knowledge and Skills requirements and their implications for practice	E	ATI
	4. Knowledge of statutory work with children, including children in need, child protection, children looked after and court work. Knowledge of different types of interventions in family support	E	ATI
	5. Knowledge of diverse communities and their needs. Understanding of patterns of discrimination and methods of redressing them	D	ATI

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	6. Knowledge of IT systems used in social care	D	ATI
Qualifications & Experience	7. A nationally recognized social work qualification	E	A
	8. Current or expected registration with social work England	E	A
	9. At least 1 year of post-qualifying experience in a statutory Children's Social Care setting	E	A
	10. IT literate in Word and Excel, and willing to undertake further training as necessary	E	A
Living the TOWER Values sets out the essential behaviours required of all staff.		They are aligned to the organisation's five TOWER Values	
We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets	Building relationships 11. Leads and supports positive working relationships across the council and with partners to optimise outcomes.	E	T/I
	Collaborating 12. Keeps abreast of external changes which impacts on delivery, seeking collaborative solutions to achieve the best outcomes.	E	T/I
We are OPEN and transparent	Communicating clearly 13. Connects the 'bigger picture' to audiences own values, goals and ideas.	E	T/I
	Being approachable 14. Approachable and seeks regular internal and	E	T/I

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	and weekends with notice, unless there is good reason where this is not possible. 22. To comply with the requirement to carry out a DBS check on this role.		
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