| Role Structure | Role Details |
| --- | --- |
| Directorate: | Children & Young People |
| Grade: | HC08 |
| Location: | Plough Lane, Hereford |
| Responsible to: | Social Work Manager |

# Job Description

# Social Worker

**Corporate Parenting Service**

## Main purpose of the role

* + To be a corporate parent
  + To provide a comprehensive and effective social work service, which listens and responds to the needs of children and their families in a timely manner and meets the statutory guidelines and statutory obligations of the Local Authority.
  + To complete assessments, care plans and reviews with children and families in a multi-agency way to safeguard children and promote the best outcomes we can for children and families.
  + To understand and identify interventions that are proportionate and timely in children’s lives, specifically in relation to permanency planning.
  + To contribute to the delivery Children Services in an proficient manner; taking responsibility for working and managing a caseload, being supportive to peers and to contribute to the Local Authority’s vision and strategy.

| Key Duties and Responsibilities | Frequency of Task |
| --- | --- |
| * To be a corporate parent to children in care. | * Daily |
| * Effectively manage and prioritise your caseload of children and young people | * Daily |
| * Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with. | * Daily |
| * To communicate and engage effectively and meaningfully with children, families and key stakeholders to inform assessments, care planning and reviews. | * Daily |
| * Ensure that in all aspects of work that we listen to children and young people and children are at the centre of everything we do. | * Daily |
| * Actively contribute to the service agenda via attending and engaging in team meetings, peer supervision, training opportunities, supporting colleagues and inputting into how to improve service delivery. | * Weekly |
| * To undertake direct work with children and families to engage and seek to improve emotional and behavioural needs. | * Weekly |
| * To work with children and young people ensuring that they have clear plans for permanency via adoption, special guardianship, long term fostering or rehabilitation back to family. Ensuring that permanency planning takes place according to timescales to avoid drift | * Weekly |
| * To maintain accurate up to date children’s files. To write case notes that are accurate, clear and objective and uses ‘language that cares’. These are record of a child’s life and should be treated with care and respect at all times. | * Daily |
| * To prepare, complete and present verbal and written reports to meetings, reviews and panels. | * Daily |
| * Participate in professional supervision and annual appraisal review, taking personal responsibility for the quality of your social work practice | * Monthly |
| * To keep up to date on relevant research and developments within child care work. | * Monthly |
| * To ensure effective communication and accountability with key stake holders in developing a shared and child centred approach to fulfilling our statutory responsibilities for children and families. | * Daily |
| * To carry out consultation with children, young people and their families and to take part in and develop, young people’s participation in the department. | * Daily |
| * To promote the safety and welfare of children and where required enable them to access independent advocates, independent visitors or the complaints / compliments procedure. | * Daily |
| * To undertake other duties commensurate to the grade of the post. | * Daily |

**Person Specification**

| **Requirements** | **Essential or Desirable** | **Identified by**  **A – Application I – Interview** |
| --- | --- | --- |
| **Qualifications and Training** | | |
| * Social Work Degree, DipSW, CQSW, CSS or equivalent. | Essential | A, I |
| * SWE registration | Essential | A, I |
| * Commitment to continuing professional development | Essential | A, I |
| **Experience & Knowledge** | | |
| * Experience of direct work with children, young people and their families. | Essential | A, I |
| * Knowledge of all child protection processes and assessment process. | Essential | A, I |
| * Understanding of the Children Act and its context and how this impacts on children in care. | Essential | A, I |
| * Knowledge of Fostering Standards, regulations and Schedules | Essential | A, I |
| * Understand and be able to work within the statutory framework surrounding children in care. | Essential | A, I |
| * Knowledge of policy and procedures in relation to the care and protection of children in care. | Essential | A, I |
| **Skills and Abilities** | | |
| * Good oral and written communication skills i.e. ability to express complex concepts and information. | Essential | A, I |
| * Ability to use IT systems effectively, ensure regulatory standards are met and performance standards maintained. | Essential | A, I |
| * Understanding of child care and child protection legislation and procedures. | Essential | A, I |
| * Ability to plan, organise and prioritise a demanding workload. | Essential | A, I |
| * Ability to communicate effectively. | Essential | A, I |

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.

## Our Values and Behaviours

The council’s THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. ​They help us to achieve our Council Plan vision “do our best for Herefordshire” acting as our DNA and the “way that we do things around here”. We expect all colleagues to act as a role model by living our values and setting an example for others. ​Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

**Trust -** Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

**Honesty -** Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

**Responsibility -** Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

**Inclusivity -** Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

**Value -** Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

**Empathy -** Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

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