

Job Description

Social Worker

CWD

Role Structure	Role Details
Directorate:	Children & Young People
Grade:	HC08
Location:	Plough Lane, Hereford
Responsible to:	Team Manager

Main purpose of the role

To work closely with children and their families, other staff within the Directorate and partner agencies to provide a range of services and support designed to protect children from harm and promote the welfare of children in need.

To work within the legislative framework of the Children Act 1989, and the Children Act 2004

Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> To carry a caseload in line with the organisational needs of the Directorate 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To assess the needs of children, young people, families and carers, take appropriate follow up action in consultation with colleagues, and to plan and implement suitable service provision to safeguard children from harm and meet their identified needs 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To undertake preventative and supportive work with children and families in need 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To undertake risk assessments 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To promote effective planning for children and young people where there are ongoing needs due to: <ul style="list-style-type: none"> - Care, Supervision or Adoption Proceedings or Orders - Entry to the looked after system 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To participate in training and development activities to ensure up to date knowledge and skills 	<ul style="list-style-type: none"> Daily



Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> To undertake day time office duty on a rota basis 	<ul style="list-style-type: none"> When required
<ul style="list-style-type: none"> To contribute to the development of knowledge and skills of other team members or students as required 	<ul style="list-style-type: none"> When required
<ul style="list-style-type: none"> To ensure effective communication with service users by using and developing skills in direct work with children, young people and their families 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To maintain accurate case files 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To undertake assessments of need and contribute to effective decision making by producing concise written and verbal reports as required 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> To promote effective care planning and good outcomes for children and young people in the looked after system 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> To communicate well with foster carers and others in developing a corporate approach to fulfilling responsibilities for looked after children 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> To promote active involvement and participation of service users in the planning and provision of services 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> To promote the safety and welfare of children who are looked after by enabling them to access independent advocates or the complaints procedure 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> To comply with the Directorate's expectations on monitoring and quality assurance standards with respect to all the above 	<ul style="list-style-type: none"> Daily



Person Specification

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Qualifications and Training		
<ul style="list-style-type: none"> To hold a recognised social work qualification 	Essential	A
<ul style="list-style-type: none"> Current HCPC registration 	Essential	A
<ul style="list-style-type: none"> Evidence of continual professional development 	Essential	A
Experience & Knowledge		
<ul style="list-style-type: none"> Knowledge of Children Act 1989 & 2004, and other relevant legislation, regulations and guidance 	Essential	A, I
<ul style="list-style-type: none"> Knowledge of recent development in social work practice with children and families 	Essential	A, I
<ul style="list-style-type: none"> Understanding of normal child development and family dynamics 	Essential	A, I
<ul style="list-style-type: none"> Experience of working in a social care setting 	Essential	A, I
<ul style="list-style-type: none"> Experience of working with other agencies and of using supervision effectively 	Essential	A, I
Skills and Abilities		
<ul style="list-style-type: none"> To identify and analyse complex family dynamics, identify risks and resources needed 	Essential	A, I
<ul style="list-style-type: none"> To demonstrate good listening skills and skills in observing non-verbal communication and behaviour 	Essential	A, I



Requirements	Essential or Desirable	Identified by A – Application I – Interview
<ul style="list-style-type: none"> To develop effective working relationships with children, families and professionals 	Essential	A, I
<ul style="list-style-type: none"> To share information, accurately and concisely with service users, carers, colleagues and other agencies 	Essential	A, I
<ul style="list-style-type: none"> To use a range of social work interventions 	Essential	A, I
<ul style="list-style-type: none"> To maintain accurate records and follow required administration procedures 	Essential	A, I
<ul style="list-style-type: none"> To produce good quality written reports for internal and external purposes, including Court reports 	Essential	A, I
<ul style="list-style-type: none"> To work effectively as part of a team 	Essential	A, I
<ul style="list-style-type: none"> To work effectively to national timescales and other operational deadlines, and to plan, prioritise and evaluate own work 	Essential	A, I
<ul style="list-style-type: none"> To work flexibly, act on own initiative where appropriate and accept delegated responsibility 	Essential	A, I
<ul style="list-style-type: none"> To hold a non-judgmental attitude towards attitude towards people 	Essential	A, I
Other Factors		
<ul style="list-style-type: none"> Understanding of the need for supervision and to accept constructive criticism 	Essential	A, I
<ul style="list-style-type: none"> Understanding of the Social Care role within Local Government and the role of other agencies and professionals 	Essential	A, I



Requirements	Essential or Desirable	Identified by A – Application I – Interview
<ul style="list-style-type: none"> Understanding the needs of service users from a wide range of backgrounds 	Essential	A, I
<ul style="list-style-type: none"> Understanding and demonstration of commitment to Equal Opportunities principle 	Essential	A, I
<ul style="list-style-type: none"> Ability to travel freely in and out of the County 	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.

