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| **Role Title** | **Senior Social Worker - Child & Adult Protection Service (CAP)** | | |
| **Location** | **Various throughout Devon** | | |
| **Reporting to** | **Team Manager (TM)** | | |
| **Post Number** |  | **Grade** | **G** |
| **Directorate/Section** | **Various throughout Devon** | | |
| **Effective date of JD** | **1 November 2010** | **JE Job Number** | **561** |

“We need workers who think about how they treat us. This means workers who treat us fairly and who show us they care. We don’t want to be labelled and we should be treated like a normal people; don’t look down on us.

Workers need excellent communication skills, this includes listening skills. Our workers need to be able to listen to our views, ask how and what we are feeling and make sure they understand what we are saying by checking back with us. We expect our workers to demonstrate that they respect us and our experience in real ways by not taking phone calls during meetings, and by writing down what we say and talking in short simple language.

Finally, we expect our workers to work hard for us. This means doing what they say they will do, sticking to promises and not making excuses. We expect our workers to respond promptly to us and provide up to date contact details, especially for ‘out of hours’. It is important that workers build good relationships with us and are flexible and willing to change their view and always do what is best for us.”



Children in Care Council

2016

**Job Purpose including main duties and responsibilities:**

To provide a high quality and effective social work service to respond to the needs of children and their families in a timely manner and within statutory guidelines, Directorate policies, standards and guidelines. To assess need, plan and deliver focused intervention to safeguard and protect children and promote positive outcomes. Working to best practice whilst promoting integrated agency approaches for the benefit of children and young persons.

* Manage and monitor a workload of complex cases as directed and organise work activities taking into account the need to prioritise tasks and responsibilities, ensuring statutory responsibilities are undertaken for children including visiting children, arranging reviews, reporting to court, delivering within timescales and meeting other national and local performance targets.

* To undertake interviews, observations and gather information from children, families and other agencies to analyse, summarise and evaluate the information to provide an holistic assessment of a child’s needs, balancing risk and protective factors within a child protection framework. To produce focused and purposeful care plans for interventions with explicit aims and objectives about desired outcomes within the context of managing risk to children.

* To understand the context of child development, parenting capacity and family and environmental factors in which to establish the needs of an individual child.

* Carry out Investigations into cases where children have suffered or likely to have suffered significant harm. Provide written and verbal reports which are concise, informative and based on analysis of complex evidence.

* On the basis of assessed needs and risks, devise, implement and review care plans, including the development and management of child protection plans for all children who require then in line with child protection procedures.

* Responsible for planning and providing a range of appropriate services and interventions to meet the needs of children, their families and carers by assessing, arranging, coordinating, and monitoring provision within delegated levels of responsibility and in accordance with the required local and national policies, procedures, standards and legislation.

* To make judgements about ensuring the appropriate use of legal proceedings to protect and care for the children or young person, and where such procedures are instigated to prepare the required documentation, liaise with relevant officers – including internal and external partner agencies – and to act in the best interests of the children or young persons.

* To attend Court where directed, and present evidence and act as an advocate on behalf of the Devon County Council to provide advice and guidance to the court to best inform decisions about the children or young persons future.

* To chair multi agency meetings (eg Children in Need, Child in Need, core group, diversionary meetings) and determine plans from meetings and make recommendations to Team Manager.

* Maintain case records keeping them up to date and able to provide concise and accurate information about a child’s circumstances and plans. Make use of IT systems provided by the Service complying with policy and procedures.

* Responsible for taking decisions and actions on casework, ensuring all matters in respect of child protection are dealt with promptly, effectively and in line with child protection procedures.

* Through professional contact, support the planning and decision making of colleagues with complex case work i.e. placing and matching of children to carers including adoptive parents, safeguarding risk assessments and participation in holistic assessments.

* Develop and maintain good working relationships with other professionals within the directorate, and partner agencies to ensure integrated, holistic and multidisciplinary approach to the safeguarding of the children or young persons.

* Ensure that all necessary referrals are made to relevant agencies, working together with them to promote safeguarding and wellbeing of the children or young persons.

* To share information about children or young people with other agencies in order to safeguard and promote their welfare. To follow statutory guidelines for joint working, including the DCSF *Working Together*, the Children Act, 1989, and 2004, and the South West Child Protection procedures.

* Provide professional advice, mentoring and support to colleagues. Give advice, guidance and support to student Social Workers and non-qualified Social Work staff and Care Support staff. Also provide mentoring, as required, to newly qualified Social Workers.

* Under direction of Team Manager undertake specific pieces of work in relation to customer feedback or representations, complaints, multi-agency projects or service developments and make recommendations or action plans and implement these to improve service delivery.

* To contribute to service development as required. Take responsibility for own profession development by attending supervision, appraisals and learning and training opportunities and maintain ongoing continuing professional development to ensure the requirements of the Health and Care Professions Council registration are met whilst working in an effective and efficient manner.

* To set good practice standards and to work with Practice Learning Development Officer (PLDO) to support other staff as deemed appropriate in developing their portfolios and learning plans.

* To work within a flexible framework in order to meet the demands of the service which may include outside the usual 9-5 hours.

**Job specification:**

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| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| Management |  |  Able to support, encourage and advice non- qualified staff. | ° interview/  assessment |
| Experience |  Experience of direct work with children, young persons, carers  and their families   Court experience |  Experience of working in a multi agency  environment | ° interview/  assessment |
| Practical Skills |  Ability to negotiate, challenge and manage conflict   Ability to exercise individual judgement and consult where and when appropriate.   Ability to flexible, creative and use your initiative.   Assessment skills including balancing risk & protective factors   Innovate and problem solve – open to change view in response to new evidence   Time management and prioritization skills |  | ° interview/  assessment |
| Communication |  High level of effective written and verbal communications.   Ability to present reports at court, meetings and to child & family.   Ability to represent the council in a professional capacity.   Be customer focused |  | ° interview/  assessment |
| Personal |  Ability to create good working relationships with children and |  |  |

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| Qualities | families, colleagues and other professionals.   Ability to work independently and as a team.   Ability to develop self and others. |  |  |
| Strategic  Thinking |  Ability to contribute to service development. |  |  |
| Technology / IT Skills |  Good IT Skills |  EDLC |  |
| Education and Training |  DIPSW or CQSW   Registration with Health and  Care Professions Council   Satisfactory completion of the Assessed & Supported Year in  Employment (ASYE)   Knowledge of and understanding the legislative framework or “Children’s Service” duties relating to children particularly the  Children’s Act 1989 and 2004   Knowledge of other statutory social working including Every Child Matters   Knowledge and understanding of application of an evidencebase in practice. |  Post Qualifying BSc |  Sight of original Certificate and registration document require |
| Equal  Opportunities |  Expectation that the post holder will be committed to DCC Customer Service Standards and the Council’s core values and to demonstrate this commitment in the way they carry out their duties.   Able to demonstrate through personal and professional examples a commitment to Anti Discriminatory and Equal Opportunities Policies. |  | ° interview/  assessment |
|  |  Ability to travel according to the needs of the job with reasonable adjustments if required in accordance with the Disability Discrimination Act.   Ability to perform the duties of post with reasonable adjustments as required.   Applicants must hold a valid UK driving licence and have access to a car (exceptions may apply under the Equality Act 2010). |  |  |

**The DfE**

[**Knowledge\_and\_skills\_statement\_for\_approved\_child\_and\_family\_practitioners**](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/524743/Knowledge_and_skills_statement_for_approved_child_and_family_practitioners.pdf) **will be used to assess the suitability of candidates for this post.**

**Structure Chart:**

Senior Social Worker

Head of Childr

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Work

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Area Ma

Operations

Managers

Senior M

anagers

Social Work

Children’s

Team

anagers

M

Chief Officer

Children’s

Services

Senior Social Worker

Senior Soci

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