

## Job description

Job title:	Social Worker/ Level 1 (entry/ASYE), Level 2 (Social Worker) & Level 3 (Experienced Social Worker)
Grade:	Dorset Grade 9 (Level 1)/Bar/10 (Level 2)/Bar/11 (Level 3) +2LMI's
Job evaluation reference:	HS465a,b,c
Job family:	Health and Social Work - Children's

### **Purpose and impact**

The role of the Social Worker is to provide the overall delivery of Children's statutory services within Dorset Council.

The post is responsible for delivering alongside other professionals a range of statutory services to children, young people and their families in regard to the Children Act 1989/other relevant legislation in order to deliver both a prevention and safeguarding service. The role is delivered across a range of different service delivery contexts.

### **Key responsibilities**

1. To maintain registration of HCPC and to undertake statutory and other tasks related to the responsibilities of the service group outlined in the context statement, in accordance with relevant legislation and Children's Social Worker Framework.
2. To deliver the service in accordance with statutory responsibilities set out in the Children Act 1989 and other relevant legislation.
3. To undertake assessment of children's needs in accordance with Directorate policies and procedures. Assessments will be carried out in conjunction with children, families, carers and other professionals and in a timely manner in accordance with Council's policies and procedures.
4. To undertake assessments of children's needs and create effective plans which are renewed in a timely manner.
5. To promote and safeguard the welfare of children.
6. To apply specific methods of intervention as appropriate.
7. To provide support, information and advice to families to help parents become more self-reliant.
8. To prepare reports for courts and various meetings and to present to a variety of professionals in a variety of settings and may be required to attend to give evidence in legal proceedings as required
9. To maintain essential records, input and maintain records on the core computer system as required
10. To make available any records for statistical purposes or inspection.
11. To attend team meetings and other meetings relevant to the work of the service group, as required by the Team Manager.
12. To function within financial and budgetary guidelines.



13. To engage in and prepare for supervision and appraisal through self-evaluation against the Children's Social Work Framework and ensure that continuous professional development is evidenced and maintained.
14. To undertake training and development as required including ongoing post qualification professional development.
15. To undertake any other lesser or comparable duties as required relating to the particular specialised function of the team or teams.
16. To demonstrate a level of professional practice, ability, competency, skills, knowledge and behaviours which is outlined in the Children's Social Worker Framework. The framework identifies what you are expected to demonstrate at the appropriate level / grade.
  - Entry level into the Assessed & Supported Year in Employment (ASYE) Social Worker Level 1 – (Grade 9)
  - End of ASYE / Social Worker Level 2 – (Grade 10)
  - Experienced Social Worker Level 3 – (Grade 11)

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

### **Supervision and management**

Reporting to: Team Manager

Responsibility for: No supervision or management at entry level into the Assessed & Supported Year in Employment (ASYE), Social Worker Level or at end of ASYE / Social Worker Level 2.

At experienced Social Worker - Level 3 you will be an ASYE mentor and working towards holding the Practice Educators Award (Graduate Certificate in Practice Education). You will take responsibility for assisting and supporting less experienced staff. There may be supervision (but not management) of members of staff.

### **Other factors**

1. Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised.
2. The post holder will have a tablet/laptop which they will use as a means of recording all information regarding the role and responsibilities that they have.
3. The post holder will effectively have a named substantive base but will be expected to deliver within the context of an agile working environment.
4. The post holder will be expected to have access to a car in order to travel across the county.
5. The post holder will be expected (depending upon the context statement which sits with this job description) to visit or meet service users in a variety of locations.
6. The post holder will be expected to visit partner agencies across the county and outside of the county in regard to children, young people and their families and their associated plans operationally.
7. The post holder may be expected to attend court.



The social work pathway that you would progress through is:

- Social Worker Level 1 – (Grade 9)
- Social Worker Level 2 – (Grade 10)
- Social Worker Level 3 – (Grade 11)

In order to progress through these levels, you would need to demonstrate that you are competently working at this level and provide evidence to support all the points listed in the Children's Social Worker Framework for your current level. You will be required to complete the assessment form with your manager, within your performance management and supervision meetings, in order to demonstrate progression.

If you are not demonstrating all the points, further evidence and development is required against these criteria. You should seek support from either your Manager, Advanced Practitioner, a manager from a different discipline, the Principle Social Worker and / or Learning and Organisational Development Lead.

As an experienced social work professional, you can then consider the pathway you wish to pursue. This may be an Advanced Practitioner or into first line management as a Team Manager. Progression to these levels are through a formal interview process and in order to be competitive you would need to demonstrate that you can work at these levels against the criteria for the role.

\*Where Labour Market Increments (LMI) apply these will be reviewed on a regular basis in line with the Labour Market Adjustment Scheme (LMAS).

## **Our behaviours**

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do, and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under ['Working for Dorset Council'](#).



# Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential criteria are the minimum requirement for the above post.

Desirable criteria will only be used in the event of a large number of applicants meeting the minimum essential requirements.

## Essential

<b>Qualifications/ training/registrations</b>
Required by law, and/or essential to the performance of the role
1. Social Work Degree or equivalent e.g. CQSW, DIPSW
2. Registered HCPC
3. DBS clearance
<b>Experience</b>
4. Experience of working with the Dorset Safeguarding Children Board's Threshold Tool as set out within the Continuum of Need model and working together with other professionals to make appropriate service responses for children, young people and their families.
5. Experience of delivering assessments and plans in regard to Child in Need, Child Protection or Children who are in Care.
6. Experience of delivering court proceedings in a variety of court settings.
<b>Essential - Experienced Social Worker Level 2 &amp; 3</b> In addition to the above,
7. Significant experience of working with the Threshold Tool as set out within the Continuum of Need and working together in order to make appropriate
8. Experience of delivering complex assessments and plans in regard to Child in Need, Child protection or Children who are in Care.
9. Experience of delivering complex court proceedings in a variety of court settings.
<b>Essential - Experienced Social Worker Level 3</b> In addition to the above,
10. Experience of working as a Level 2 social worker.
<b>Skills, abilities &amp; knowledge</b>
11. Comprehensive knowledge of all relevant statutory legislation, policy and procedures in regard to the delivery of a Children's Social Work service.
12. Knowledge of permanency planning and procedures.
13. Knowledge of Child Protection Procedures as set out in Working Together to Safeguard Children 2015.
14. Knowledge of early help and prevention.
15. Knowledge of child sexual exploitation and child sexual abuse.
16. Detailed knowledge and understanding of evidence-based approaches to assessment and outcome focused approaches to your intervention.
<b>Essential - Social Worker Level 2 &amp; 3</b> In addition to the above,
17. Understanding of joint contribution and collaborative working with partner and other agencies.
<b>Essential - Experienced Social Worker Level 3</b> In addition to the above,
18. Able to demonstrate a high level of post qualification knowledge in a specialist discipline and to act as a knowledge resource within the team in the specialism and other allocated areas.
19. Knowledge and understanding of risk management and models of intervention.



20. Excellent communication skills, both written and oral.
21. Good negotiation skills.
22. Ability to set targets and work within deadlines.
23. Excellent assessment skills.
24. Ability to be team player within the context of the service operational structure.
25. Ability to clear, concise and constructive advice to team members regarding complex cases.
26. Able to fulfil any travel requirements of the post
27. Ability to work flexibly to meet the needs of the service delivery, including working outside of what are considered office hours.
28. Ability to demonstrate the following behaviours:
<b>Behaviours</b>
29. <a href="#">Respect</a>
30. <a href="#">Responsibility</a>
31. <a href="#">Recognition</a>
32. <a href="#">One Team: Collaboration</a>

## Desirable

<b>Qualifications/ training/registrations</b>
<b>Experienced Social Worker Level 2, 3</b>
33. Post qualifying Award/Practice Educator/further evidence of continuous professional development.

<b>Approval</b>			
Manager	Vanessa Glenn	Date	March 2016

