

# Leeds City Council

## Job Description

### **CORE VALUES, AMBITIONS AND GOALS**

As a Council our Ambition is to be the best City Council in the UK

Our behaviours will be influenced by our values of.

- Working as a Team for Leeds
- Being Open, Honest & Trusted
- Working with Communities
- Treating People Fairly
- Spending Money Wisely

### **Children & Families Directorate**

#### **Our Vision**

We want Leeds to be a Child Friendly City and are committed to ensuring that children and young people.

- are safe from harm
- do well at school and are ready for work
- choose healthy lifestyles
- have fun growing up, and
- are active citizens who feel they have voice and influence

#### **Our goals**

We believe that every Children's Services employee can contribute to make our vision a reality and we encouraged everyone to work as part of the directorate team to shape children and family centred local services based on our priorities of.

- helping children to live in safe and supportive families
- ensuring that we protect the most vulnerable
- encouraging activity and healthy eating
- improving support where there are additional health needs
- promoting sexual health
- readiness for school
- improving behaviour, attendance, and achievement
- reducing the numbers of young people who are not in employment, education, or training
- providing opportunities for play, leisure, culture, and sporting opportunities
- reducing youth crime and anti-social behaviour
- increasing participation, voice, and influence

**We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We promote diversity and want a workforce that reflects the population of Leeds.**

<b>Directorate</b>	Children & Families
<b>Service Area</b>	Social Work Service
<b>Job Title</b>	Social Worker
<b>Grade</b>	PO1
<b>Conditions Of service</b>	NJC
<b>Responsible To</b>	Team Manager
<b>Responsible For</b>	Supervision of students

**Special Conditions** This post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

**Job Purpose:** Under the general direction of a Team Manager to provide a high quality and comprehensive social work service to children, their families, and carers, in accordance with the organisational needs, policy and practices of the Directorate and within statutory guidelines. To Develop relationships with children, young people, and families/carers so as to best provide a high-quality service, Honour commitments, and demonstrate accountability. The work will be undertaken with supervision and guidance from the Team Manager. This may include elements of co-working more challenging/complex casework.

The post holder must at all times carry out the responsibilities within the City Council's Policies and Procedures, and also within the Social Work England Code of Practice.

### **Responsibilities:**

To be responsible for a caseload which includes the assessment of needs and management of risk regarding children, their families, and carers.

Maintain and update case notes and other records, write reports as required and if required, give evidence in court in relation to care or other proceedings.

Contribute to planning and developing of future services and policies and promote innovative ways of developing support to service users. Supervise students.

Carry a caseload and undertake assessment of service users and carer needs using a child focused approach in accordance with agreed statutory and directorate procedures.

On the basis of assessed needs and risks and, using a child focused approach, devise and implement service and support plans which correspond to the assessed needs of service users, their families, and carers in line with procedures.

Responsible for analysing information to support the on-going needs of users, their families, and carers.

Monitor and contribute to the review of plans relating to the assessed needs of service users, their families, and carers in accordance with directorate procedures

Use a safeguarding framework, to make enquiries, investigate and manage risks where children have experienced or likely to experience significant harm.

Provide written and verbal reports which are concise, informative, and based on analysis of complex evidence which can be used within the legal context.

Maintain and update case notes and other records and write reports as required.

Work directly with children and young people to ensure that assessments and interventions are informed by their views.

Use management information systems, keeping them up to date and able to provide concise and accurate information about circumstances and plans within the requirements of data protection.

Comply with relevant governance, policy, and procedures.

Develop and maintain effective working relationships with other professionals within the directorate and partner agencies to ensure integrated, holistic, and multidisciplinary approach to the care management and safeguarding of service users.

Contribute to the promotion of improved outcomes for individuals, families, carers, and groups from diverse and disadvantaged communities.

Responsible for understanding and applying all relevant practice standards, policies, and procedures.

Responsible for planning and negotiating a range of appropriate services and interventions that meet the needs of service users within delegated levels of responsibility.

Identify and implement strategies for responding appropriately to concerns about practice or procedures, seeking guidance if required.

Appropriately participate in meetings and relevant forums and convene and chair multi-agency meetings in line with procedures.

Organise work activities taking account of the need to prioritise tasks and responsibilities ensuring statutory legislation and service priorities are met.

Work to and within the prescribed Professional Capabilities Framework

Work to the prescribed standards for service provision and maintain performance and develop practice and experience in line with personal targets as agreed with line manager through supervision and appraisal.

Carry out the role and responsibilities of key worker for a caseload which will include statutory work

Undertake assessment, planning and reviewing of work concerning children in need, children subject to child protection plans and children who are looked after in care.

Working restoratively to develop and maintain effective relationships with children and young people, their families, and carers to achieve positive outcomes.

Participate in arrangements to receive, screen, and respond to requests for service and referrals

Work with children and young people, families, and carers to help them make informed decisions, enabling them to clarify and express their needs and contribute to service planning

Where necessary work in the court arena with appropriate support to obtain and implement court orders

Plan and commission services and support for children, young people, and their families

Contribute to the development of practice and services through participation in workshops, and consultations.

Undertake preventative work with families in order to reduce the need for children to become looked after in care.

Work with relevant agencies, including the convening and chairing of meetings.

Carry out the Practice Educator Level 1 role

Promote the right to advocacy to all children and young people on their caseload and offer full information on how to make complaints.

Being available for young people to contact and respond to phone calls/call them back promptly.

Make young people aware of whom they can contact outside office hours.

Flexible working arrangements, including evening and/or weekends, may be necessary on occasion to complete on-going casework, emergency situations, evening visits or meetings.

Work as part of a team within a health and social care setting, maintaining effective relationships with other colleagues, Elected Members, service users, families, carers, and other agencies.

Flexible and adaptable to change to assist other services as required commensurate to grade

Participate in appraisal, training, and development activities as necessary to ensure up to date knowledge and skills

To improve own practice through observation, evaluation, discussion with colleagues and development programmes.

To work collaboratively with colleagues, knowing when to seek help and advice.

Contribute to the overall ethos, work, and aims of the service by attending relevant meetings, training days/events as requested.

Be aware of and comply with Leeds City Council policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the values, standards and equal opportunities of Leeds City Council.

Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

The Council has adopted a flexibility protocol and this role will be expected to work within these parameters.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

**Qualifications** Appropriate professional qualification (Degree, DipSW, CQSW or equivalent) Registration with Social Work England upon commencement in post and maintain registration. The post holder should have achieved or commenced the Practice Educator Level 1 qualification after 2 years post qualification but within an agreed timescale starting in this post

## **PERSONAL SPECIFICATION**

**ESSENTIAL REQUIREMENTS:** It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

### **Skills Required**

Able to work flexibly across different work locations and areas as appropriate.

Able to effectively plan, manage, prioritise, and evaluate work with users

Able to plan, prioritise and time manage own workload.

Able to communicate and pass information effectively, accurately, and concisely with a range of partners and services users, carers, and colleagues

Able to engage individuals, families, carers, and workers from other agencies

Able to identify appropriate social work interventions in order to promote positive change

Able to devise and implement service and support plans

Able to assess the needs of and work with individuals and groups using a person-centred approach

Able to maintain accurate service user records, assessments and follow policy and procedure

Able to record, evidence and communicate using technology

Able to exercise individual judgement, assess risk and consult where and when appropriate.

Able to make proactive use of Supervision to reflect critically on practice and explore different approaches to work and understand the boundaries of professional accountability.

Ability to chair routine or less complex meetings

## **Knowledge Required**

Appropriate social work professional qualification (BSc, BA, MA, DipSW, CQSW, or equivalent)

Registration with the Health and Care Professions Council (HCPC)

Of the range of theories and models for Social Work intervention with individuals, families, groups, and communities.

Of relevant legislation appropriate to the needs of service users from a wide range of backgrounds

Awareness of the broad range of factors that impact on service users and families e.g., drugs, alcohol domestic violence

Understanding of the roles and responsibilities of statutory and voluntary agencies.

Basic awareness of IT systems including Microsoft Office, Internet, and Email,

Of current, trends, policies, legislation, and regulatory bodies in relation to vulnerable people within a social care setting

Demonstrate an understanding of the importance of confidentiality and the needs and wishes of individuals, families, and carers as appropriate.

Demonstrate an awareness of needs and safeguarding issues associated with vulnerable people.

Demonstrate an understanding of diversity issues within local communities.

Report Writing and Communications Skills

Completion of NQSW programme or the Assessed and Supported Year in Employment (ASYE)

Able to work and engage with children and young people and use their views to inform assessments, plans and interventions.

## **Experience Required**

Of implementing a person centred/child focused approach

Demonstrated creativity in tackling and solving problems

Of advocacy and user involvement.

Of using initiative and a commitment to develop services

Of use of reflective practice techniques to critically analyse information to inform decision making and planning

Of producing records and reports to a high standard for a variety of purposes with language suited to function

Of information gathering skills to make and contribute to assessments

Of using supervision effectively

Minimum of 12 months post qualification experience of working in a statutory setting

Of devising, implementing, and reviewing support plans

## **Behavioural & other Characteristics required**

Committed to continuous improvement.

Ability to understand and observe Leeds City Council Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development

Registration with Social Work England upon commencement in post and maintain registration.

**DESIRABLE REQUIREMENTS:** It is desirable that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role. Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates.

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

**Skills Required**

Possession of a full current driving licence

**Knowledge Required**

Of the range of services available to Service users, families, and carers

**Experience Required**

Of working with a wide range of Service user groups

**Behavioural & other Characteristics required**

N/A

**Job Description Content Prepared / Reviewed by:**

Name Elaine McShane      Designation Head of Service Children's Social Work      Date October 2013

**Confirmation of Job Evaluation Undertaken**

**JE Ref Number SOC 02**