

LEEDS CITY COUNCIL - JOB DESCRIPTION

Directorate: Children and Families

Service Area: Children Looked After

Job Title: Senior Supervising Social Worker

Grade: PO3

Responsible To: Team Manager

Responsible For: Senior Supervising Social Workers will supervise students and provide guidance for trainees, support staff and fostering advisors

Conditions of Service: NJC Conditions apply

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's Services 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 make a contribution 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

Job Purpose:

Under the general direction of an Team Manager to provide a high quality and comprehensive fostering service to foster carers, their families and children placed with them, in accordance with the organisational needs, policy and practices of the Directorate and within statutory regulations and national minimum standards.

The post holder must at all times carry out responsibilities within the City Council's Policies and Procedures, in particular the Council Policies on Equality and Diversity, Health and Safety, and also within the Health and Care Professions Council Code of Practice.

This is an experienced Social Worker role with specific responsibilities for managing a caseload of higher levels of complexity, which will include assessment and management of risk and to provide casework advice, support and guidance to other team members

Responsibilities:

To carry a complex caseload of foster carers who care for children and undertake assessments of these foster carers and their families using an evidenced based and child focused approach in accordance with agreed statutory and directorate procedures.

To provide advice and support on casework to less experienced team members

On the basis of an analysis of their skills, devise and implement a service and supervision/support plan which correspond to the assessed needs of foster carers and their families in line with procedures.

Responsible for analysing information and risks to support the ongoing needs of foster carers, their families and children placed with them.

To monitor and review support and supervision plans relating to the assessed needs of foster carers and their families in accordance with directorate procedures

To undertake annual reviews of foster carers as required.

To provide specialist advice, support and training to social workers on issues relating to fostering
To be involved in leading and delivering practice development days within the service as well as providing training for children's social work teams and partner agencies on relevant topics relating to the Fostering Service.

To work in partnership in a team parenting approach to help identify any needs within the foster family with other professionals to ensure the coordinated implementation of care plans for children placed with foster carers

Working within safeguarding procedures, to work with foster carers and social workers in managing risks and providing safe care plans where children have experienced or likely to experience significant harm.

To participate in the recruitment of potential carers and identify training needs of foster families and deliver training as required.

To lead on recruitment events, activities and open days/evenings to promote the work of the service and to recruit potential carers.

To organise and lead carer support group meetings and events for carers and children on a regular basis

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

Undertake direct work with children and young people as required

To take part in a duty system on a rota basis

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

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.

Be compliant 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.

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

Maintain an awareness of related theories and legislation. Disseminate knowledge and contribute to the delivery of a high standard of service.

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

Assist in the planning and developing of future services and policies, promote innovative ways of developing practice and contribute to the development of the fostering service

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

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

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.

To 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.

To participate in training and development activities that ensures up to date knowledge, skills, and continuous professional development.

To supervise students and contribute to the preparation of practice learning settings for student placements, ensuring induction programmes are provided and continuously monitor learning setting and opportunities provided.

To comply with the requirements of all Leeds City Council and Directorate policies and procedures and staff instructions, including responsibilities under Health and Safety policy and procedures

To actively promote and support Leeds City Council's and Directorate policies on Equality and Diversity

To undertake any other duties and responsibilities appropriate to the grade and purpose of the job as may be determined by the directorate

Qualifications: Appropriate professional qualification (Degree, DipSW, CQSW or equivalent) Registration with the Health and Care Professions Council (HCPC) upon commencement in post and maintain registration. Practice Educator 1

SPECIAL CONDITIONS This post is subject to a higher level check with the Criminal Records Bureau. In discharging its function under the Local Authority Social Services Act 1970, the Directorate is covered by the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and any applicant is obliged to disclose ALL convictions and cautions, no matter how long ago they occurred and regardless of whether the offences were committed as an adult or a juvenile.

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.

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 or Certificate.

Skills required

1. Able to effectively plan, manage, prioritise and evaluate work with users
2. Ability to plan, prioritise and time manage a complex workload.
3. A high level of effective written and verbal communication and the ability to pass information accurately and concisely with a range of partners and services users, carers and colleagues
4. Able to overcome resistance and to exercise assertiveness in appropriate situations when working with foster carers, their families and other professionals
5. Ability to negotiate, challenge and manage conflict.
6. To innovate and problem solve with the ability to identify appropriate social work interventions in order to promote positive change
7. Ability to devise and implement service and supervision and support plans
8. Ability to assess and analyse the skills of and work with individuals and groups using a person centred approach
9. Ability to exercise individual judgement and consult where and when necessary
10. Ability to be flexible, creative and use own initiative
11. Ability to maintain accurate service user records, assessments and follow policy and procedure
12. Able to record, evidence and communicate using technology
13. Able to exercise individual judgement, assess risk and consult where and when appropriate.
14. Ability to make proactive use of Supervision to reflect critically on practice and explore different approaches to work and understand the boundaries of professional accountability.
15. Ability to chair multi agency and other meetings and represent the Council in a professional capacity
16. Able to develop self and others including mentoring, supervision and development of student placements and other social work staff
17. Able to lead and motivate staff

Knowledge required

1. Appropriate social work professional qualification (BSc, BA, MA, DipSW, CQSW, or equivalent)
2. Registration with the Health and care Professions Council (HCPC)
3. Practice Educator 2

4. Knowledge of the range of theories and models for Social Work intervention with individuals, families, groups and communities.
5. Of relevant legislation in fostering and child care appropriate to the needs of service users from a wide range of backgrounds
6. Awareness of the broad range of factors that impact on supervising and supporting foster carers and the children they care for eg drugs, alcohol, domestic violence
7. Understanding of the roles and responsibilities of statutory and voluntary agencies.
8. Basic awareness of IT systems including Microsoft Office, Internet and Email,
9. Of current, trends, policies, legislation and regulatory bodies in relation to vulnerable people within a social care setting
10. Demonstrate an understanding of the importance of confidentiality and the needs and wishes of individuals, families and carers as appropriate.
11. Demonstrate an awareness of needs and safeguarding issues associated with vulnerable people.
12. Demonstrate an understanding of diversity issues within local communities.
13. A good understanding of the challenges of working within a multi agency environment

Experience required

1. Experience of working with foster carers
2. Experience of working in a multi agency setting
3. Demonstrated creativity in tackling and solving problems
4. Of working within and implementing a person centred/child focused approach
5. Experience of supervising, supporting, encouraging and advising qualified and non qualified staff
6. Use of reflective practice techniques to critically analyse information to inform decision making and planning
7. Producing written records and reports to a high standard for a variety of purposes with language suited to function
8. Managing a high level, complex and diverse caseload within agreed parameters, policy and procedure
9. At least 3 years post qualifying experience in child care social work including direct experience of working with children and families.
10. Application of information gathering skills to make and contribute to assessments

Behavioural & Other Related Characteristics required

1. Committed to continuous improvement.
2. Identify and take account of the significance of diversity on the lives of people and show application of this understanding in practice
3. To carry out all duties having regard to an employee's responsibility under the Council's Health & Safety Policies.

4. Take responsibility for improving practice through professional development
5. Registration with the Health and Care Professions Council (HCPC) upon commencement in post and maintain yearly registration

PERSONAL SPECIFICATION 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 duties and responsibilities: Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates.

Skills required

Possession of a full current driving licence
Preparation and delivery of training/ group work

Knowledge required

Consolidation of learning for specialist practice

Experience required

Of working with a wide range of Service user groups
Of direct work with children and young people
Of counselling

Behavioural & Other Related Characteristics required

Job Description Prepared / Reviewed by:
Sarah Johal - Assistant Head of Service Looked After Children

Job Description Approved by: Human Resources
Date: September 2013