

London Borough of Lambeth JOB DESCRIPTION

Job Title: Social Worker
Directorate: Children's, Adults and Health
Sub-cluster: Children's Social Care
Grade: PO1
Responsible to: Team Manager
Responsible for: Not applicable

Main Purpose of Post

To promote positive change in children and families lives by using social work methods, models and tools, with the aims of helping them to be as independent as possible and to manage risks of abuse and neglect

To make professional judgements in the context of the relevant legal and policy frameworks

To undertake initial and comprehensive assessments of children in need using the assessment framework, to plan how those needs will be met, to support them with putting those plans in to action, and review those plans and reassess needs

To work in partnership with peers across the service undertaking assessments and taking action within the legislative framework to ensure children are protected from risk of significant harm

To carry out safeguarding enquiries, support the work of others involved in these enquiries, and to support people with care and support needs to develop and put in to action safeguarding plans appropriate to their wishes and circumstances

Key responsibility areas:

1. To manage a caseload of children and families
2. To undertake the full range of assessment, care planning and reviewing activity in relation to children in need and looked after and formulate recommendations for support plans
3. To undertake complex assessment work including Child Protection investigations and related duties.
4. To prepare applications and reports for court and to represent the Council at court in relation to this. Make recommendations to the Council to consider legal action, where appropriate.

5. To develop, implement and review casework plans with a range of children in need in accordance with legislation, best practice and Council policies and procedures.
6. To keep accurate records in accordance with policy, good practice and national standards.
7. To develop and maintain a thorough knowledge of legislation and regulations and departmental procedures relating to working with children.
8. To participate in training and development activities as agreed by line manager.
9. To attend, prepare for and make constructive use of supervision and appraisal meetings with line manager.
10. To undertake responsibility for any other project or area of work in agreement with line manager.
11. To organize and plan work activities taking into account competing demands and priorities and to keep manager apprised of any difficulties.
12. To collect and provide managers with such information as may be required about assessment and casework activity, utilizing new technology where available.
13. To recognise and act on safeguarding concerns relating to children and to adults with care and support needs, and contribute to the response to such concerns.
14. To undertake safeguarding adults' enquiries and develop safeguarding plans, ensuring that your work is in line with the relevant policy, procedure and guidance. To support others involved in safeguarding enquiry work, including the person experiencing or at risk of abuse and neglect, their family and friends, and colleagues both within the Council and in other organisations. To work with people with care and support needs, and their carers, in ways that help them be as involved as possible with that work. This will include making sure they get the advice, support and guidance they should have, and may include making sure they have access to translation, interpretation or advocacy services.
15. To meet the organisation's requirements in regard to record keeping, including that required for the monitoring of performance and quality.
16. To identify where needs cannot be met due to unavailability of resources or because of inadequate financial provision, and to make your manager aware of this.
17. To be responsible for the collation of identified information required for the monitoring of performance and quality.

18. To contribute to the investigation and resolution of complaints, Member's Enquiries or Local Government Ombudsman enquiries, and play a part as needed in identifying and acting on the lessons learned from these.
19. When serious occur, to take actions to address the immediate situation, if appropriate, and to make your manager aware.
20. To prepare and present reports and assessments to meetings of colleagues, reviews and panels, as well as legal proceedings.
21. To keep your skills and knowledge up-to-date, in order to be able to meet the requirements of your role and to maintain requirements of professional registration. This will include keeping up-to-date with relevant law, regulations and guidance, and acting in line with it.
22. To work flexibly in undertaking the duties and responsibilities of this job, and participate as required in groups and task teams, some of which may involve working across disciplines, or with colleagues from across the Council and partner organisations.
23. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.
24. To carry out the duties and responsibilities of the post with full regard to the Council's Equal Opportunities Policy and any other council policies and good practice and guidelines, and for all work to be carried out in line with the Public Sector Equality Duty.
25. To undertake other duties within the post's scope of responsibilities that might be reasonably requested from time to time.

**PERSON SPECIFICATION
Social Worker PO1**

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the two ticks scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Two Ticks" (✓✓) on the person specification when you complete the application form.</p>			<p>Shortlisting Criteria</p>
<p><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></p>			
Key Knowledge	K1	Up to date professional and technical expertise in relation to children in need.	Interview
	K2	Knowledge of social work theories and values, and how to apply these in practice.	Interview
	K3	Thorough knowledge of proposed and actual legislation, statutory regulations and Government guidance and standards relevant to children in need.	✓✓Application/ Interview
Relevant Experience	E1	Pre or post qualifying Children's Social Work within a statutory or voluntary setting.	✓✓Application/ Interview
	E2	Experience of direct work with children undertaking assessment of need and risk	Application/ Interview
	E3	Successful completion of the ASYE programme	Application/ Interview
Qualification	Q1	Professional qualification in social work and must be registered with the Health & Care Professions Council (or any successor body)	✓✓Application
Core Behaviours		<p>Focuses on Citizens: Level 3 Systematically engages with citizens of a regular basis</p> <ul style="list-style-type: none"> ▪ Empowers and supports citizens and stakeholders to make informed choices and co-design future services 	✓✓Application/ Interview

		<p>Takes Ownership: Level 3 Drives continual improvement</p> <ul style="list-style-type: none"> ▪ Constantly thinks 'how could we do this better'? E.g. doing something faster, more efficiently or to a higher standard. 	✓✓ Application/ Interview
		<p>Works collaboratively: Level 2 Works across teams</p> <ul style="list-style-type: none"> ▪ Works across teams or groups to raise or solve issues. ▪ Takes a consultative approach, seeking out the views and opinions of others who are affected by issues. 	✓✓ Application/ Interview
		<p>Integrity: Level 2 Acts in line with borough and personal values and beliefs</p> <ul style="list-style-type: none"> ▪ Is clear about what can and can't be delivered or achieve 	✓✓ Application/ Interview
		<p>Committed to the Borough: Level 2 Supports the borough</p> <ul style="list-style-type: none"> • Gets involved in organisation-wide activities and activities not directly related to own service area. 	✓✓ Interview
		<p>Empathy: Level 4 Understands underlying issues</p> <ul style="list-style-type: none"> • Displays an in-depth understanding of the on-going reasons for a person's behaviour or response to a situation. • Makes inferences that go beyond the explicit contents or emotion being expressed • Can interpret and understand poorly expressed thoughts, concerns or feelings • Is able to relate to people from a wide range of diverse backgrounds 	Interview
Other		Displays capability across the range of domains of the Social Work professional Capabilities Framework and/or the relevant Knowledge and Skills Statements	✓✓ Interview

