

London Borough of Lambeth JOB DESCRIPTION

Job Title: Social Worker
Directorate: Children's, Adults and Health
Sub-cluster: Children's Social Care
Grade: Newly Qualified SO2
Responsible to: Team Manager
Responsible for: Not applicable

Main Purpose of Post

- To provide social work and care management interventions for children and families in need of social care.
 - To work with families to promote positive change and independence and to prevent harm, by using social work methods, models and tools.
 - To have knowledge of, and apply, appropriate legal and policy frameworks and guidance in making professional judgements in relation to individual cases.
 - To undertake individual assessments and to plan and design individual support plans.
 - To ensure the delivery of services identified in support plans. To ensure that regular monitoring and review of support plans is carried out.
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Key responsibility areas:

1. In the first twelve months of employment with Lambeth, to manage a protected caseload (10% reduction to be managed locally), of children in need, taking action where necessary to protect the users and others in emergency situations. To co-work cases of increasing complexity with more experienced staff during this period.
2. To make appropriate assessments of children in need, within specified time limits and formulate recommendations for support plans.
3. To plan relevant responses to meet individual needs in collaboration with relatives, carers, advocates and representatives, health and other agencies.
4. To ensure that the support plan includes a clear statement of agreed goals for each service/resource to be provided, together with clear specifications for each service provider.

5. To initiate packages of care, within established financial limits, and provide on-going co-ordination and care planning.
6. To co-work assessment and planning alongside more experienced social workers, working in line with any relevant policy, procedure and guidance. (NQSWs are not expected to hold child protection cases on their own).
7. To recognise and act on safeguarding concerns relating to children, and contribute to the response to such concerns.
8. To prepare applications and reports for court and If required attend Court as a witness.
9. Recommend, in conjunction with a more senior social worker, the Authority to take legal action in appropriate cases and within relevant financial delegations.
10. To ensure all financial assessments are requested as appropriate and to forward all relevant documentation as necessary.
11. To assist users and carers to play a full part in the social care process by extending to them advice, support and guidance including access to translation, interpretation or advocacy services.
12. To maintain up to date case records, using appropriate information technology and case management software, in line with national and local policies, practices and procedures and to write reports to a professional standard.
13. To inform management of specific needs that cannot be met due to unavailability of resources or because of inadequate financial provision.
14. To be responsible for the collation of identified information required for the monitoring of performance and quality.
15. To resolve or contribute to the investigation and resolution of complaints, Member's Enquiries or Local Government Ombudsman enquiries.
16. To act on telephone queries from the general public, service users, carers, health care professionals and housing officers etc. .
17. To assist with access to appropriate grants from charitable bodies for funding for children and their families
18. To prepare and present reports and assessments to meetings of colleagues, reviews and panels, as well as legal proceedings.

19. To develop and share knowledge of local resource networks.
20. To develop and maintain a thorough knowledge of legislation and regulations and procedures relating to children.
21. Commitment to undertaking and successfully completing the ASYE pertinent to professional registration and in line with the College of Social Work Professional Capabilities Framework.
22. To work flexibly in undertaking the duties and responsibilities of this job, and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.
23. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others; Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
24. NQSWs to be able and prepared to undertake the Assessed and Supported Year in Employment (AYSE) scheme. This requires:
 - Attending quarterly personal development planning meetings as part of the ASYE programme.
 - Completing a portfolio of evidence following ASYE guidelines and supported by experiences in the field to include case studies, direct observations, learning and development plan, attendance at workshops and mandatory training (please refer to the ASYE Handbook for further scheme requirements).
 - Attending and being an active participant in fortnightly supervision in the first three months of commencing employment with their line managers in accordance with the ASYE Programme.
25. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.
26. 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 adhere to the Code of Conduct .
27. To undertake other duties (within the post's scope of responsibilities) which might be reasonably requested from time to time.

October 2015

PERSON SPECIFICATION
Newly Qualified Social Worker SO2

<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>			Shortlisting Criteria
<i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i>			
Key Knowledge	K1	The legal, social and economic context of social work practice including thorough knowledge of proposed and actual legislation, statutory regulations and Government guidance and standards relevant to children in need.	✓✓ Interview
	K2	Up to date professional and technical expertise in relation to children in need.	Interview
	K3	Relevant theories and knowledge of social work practice.	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
Qualification	Q1	Professional qualification in social work and must be registered with the Health & Care Professions Council (or any successor body)	✓✓ Application
	Q3	Commitment to continuing professional development.	Interview
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 	✓✓ Application/ Interview

		and co-design future services	
		Takes Ownership: Level 3 Drives continual improvement <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
		Works collaboratively: Level 2 Works across teams <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
		Integrity: Level 2 Acts in line with borough and personal values and beliefs <ul style="list-style-type: none"> ▪ Is clear about what can and can't be delivered or achieve 	✓✓ Application/ Interview
		Committed to the Borough: Level 2 Supports the borough <ul style="list-style-type: none"> • Gets involved in organisation-wide activities and activities not directly related to own service area. 	✓✓To be assessed via Test/Interview/ Presentation
		Empathy: Level 4 Understands underlying issues <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. 	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