

**London Borough of Havering
Job Profile**

Job Title: Social Worker	Directorate: Children, Adults & Housing
Service/Section: Children Services- Safeguarding and Corporate Parenting Children and Young Person s with Disabilities/Preparing for Adulthood	Post Number(s): Job Evaluation Number:
Grade: 7/8	Date last updated: Date of last evaluation:

Main Purpose of the Job/Key Objectives:

The primary purpose of the role is to:

- Contribute to the delivery of an effective children's social care service as part of a social work team, improving outcomes for children and young people.
- Manage caseloads dependent upon experience, grade of post and complexity of cases, utilising specialist knowledge for appropriate interventions, needs and risk assessments (Children and Adults), care planning and child protection investigations.
- Carry out high quality assessments (Single assessments and Care Act Assessments), using child/person-centred approaches, community focused, and multi-agency interventions to bring about positive change through developing effective relationships and to secure the best outcomes for children and young people.
- Ensure children and young people are adequately protected in line with Havering LSCB and departmental policy and procedures and relevant legislation.

Job Context:

1. The postholder reports to Team manager and Service Manager.
2. The postholder may have line management responsibility for non-qualified staff, as required, within the team where the post is based.
3. The postholder will be required to occasionally work outside normal hours.
4. The postholder has no Financial/Resources responsibility.

Key Accountabilities and Result Areas

Key Result Area	Expected End Result
Holds and manages varied caseload, reflecting the function of the team in accordance with procedures, guidelines and legislation.	Cases are effectively managed. Outcomes for children and young people are improved.
Identifies and assesses levels of risk and need, and delivers protective or supportive services for children at risk, in need and/or looked after.	Demonstrates professional judgement in managing and assessing risk to children. Improves outcomes for children.
Maintains an up to date assessment, care plan and reviews for all cases, including Education, Health and Care Plans.	Assessments, care plans and reviews are all up to date.
Assesses and analyses need, contributing to, and implementing, plans; reviewing progress against identified outcomes, ensuring that the child's welfare is paramount throughout.	Demonstrates sound professional judgement. Plans are implemented and reviewed to improve outcomes for the child. Analysis is effective in identifying risk and need. Ensures all work is child and person centred-focussed, effective and in line with legislation and practice.
Ensures that reports are up to date, of a high quality and submitted according to appropriate timescales.	Reports are accurate, up to date and produced within agreed timescales. Written English is of a high standard.
Works co-operatively with colleagues and in partnership across agency boundaries.	Effective partnership working is in place, producing good quality multi-agency plans.
Attends a range of meetings, including child protection case conference meetings and court hearings, to represent the department.	Provides professional expertise at a range of meetings and represents the department as required in court. Develops reflective critical theory and applies this to cases.
Undertakes direct work with children, young people and their families in line with agreed care plans.	Direct work undertaken with children, young people and their families in line with agreed care plans to improve outcomes for children and young people.
Carries out all work within an equal opportunities framework.	Recognises and values diversity and is sensitive to cultural difference.
Carries out statutory obligations in accordance with departmental policy and practice.	Statutory obligations of the role are understood and complied with at all times.
Keeps up-to-date and acts in accordance with current legislation and departmental practice and initiatives.	Accurately interprets and applies relevant policies, procedures and initiatives. Applies relevant policies to practice.
Develops and maintains good	Positive working relationships are maintained.

working relationships with other professionals in statutory, private and voluntary agencies.	Enables effective partnership working and sharing of information.
Maintains accurate, up to date, and relevant case recordings, and any other records, as specified in departmental guidance and procedures.	Accurate case records are in place in relation to own cases. Systems are utilised and maintained. Data is recorded in a timely fashion and accurately.
Ensures data is kept up to date and accurate, at all times complying with LB Havering recording standards	Data is up to date and accurate.
Makes use of management information systems, including I.T., in recording, retrieval and analysis of information.	Effective use of information systems to analyse and interpret data.
Maintains regular supervision through regular meetings and briefings, in line with the department's supervision policy. Contributes to the development of other workers, sharing knowledge and skills, as appropriate.	Receives and participates in supervision in accordance with agreed policy and practice. Shares knowledge and skills with colleagues, as appropriate. Uses supervision to reflect and analyse cases and provide professional development.
Reports changes to risk levels or care plans or circumstances for children to their supervisor on a regular basis, or immediately, as required. Seeks advice on appropriate action, developing new risk assessments and care plans as guided by their supervisor.	Exercises professional judgement when assessing risk and seeks advice, as appropriate, to safeguard the welfare of children. Good quality decisions and analysis are applied.
At PO2: following accreditation or the required post-qualification experience, offers supervision to students on professional placement.	Supervises students as directed. Attends post qualification training, as required and completes the course.
At PO2: manages non-qualified members of staff, as required, giving supervision, allocating work and measuring quality of work.	Manages and supports staff, as required.
Contributes to the development of the service through team meetings and organisational events.	Makes a positive contribution to team meetings and organisational events.
Maintains and develops up-to-date knowledge and relevant skills through continued learning.	Undertakes learning and development opportunities as available, completing training opportunities as advised by their supervisor.
Ensures that expenditure on cases is properly authorised and recorded, in line with departmental procedures.	Expenditure is appropriately authorised and recorded.

Professional Capabilities Framework (PCF)

Competency	Result
Professionalism	Identify and behave as a professional Social Worker committed to professional development. Maintain SWE registration. Demonstrate professional commitment by being responsible for their conduct, practice and learning.
Values and Ethics	Apply social work ethical principles and values to guide practice. Demonstrate ethical decisions. Demonstrate knowledge about the value base.
Diversity	Recognise diversity and apply anti-discriminatory and anti-aggressive principles in their practice.
Rights justice and Economic wellbeing	Ensure as a Social Worker, advance human rights and promote social justice and economic wellbeing.
Apply knowledge	Apply knowledge of Social Services law and social work theory and practice including Systemic Practice.
Critical reflection and analysis	Apply critical reflection and analysis to inform and provide a rationale for professional decision making.
Intervention	Use judgement and skills to intervene with families to promote independence, provide support and prevent harm, neglect and abuse.

Competency Profile

Competency	Level	Criteria to be Evidenced (Description)
Communicating openly and effectively	C	<ul style="list-style-type: none"> Communicates complex information to others effectively Is a clear and persuasive communicator, using influencing and negotiating skills when necessary Actively listens to, respects and values the view of others Presents succinct, well balanced information orally and in writing, with clear outcomes Sets up opportunities to influence others prior to decisions being made Understands and responds to organisational politics Facilitates discussions to achieve collective objectives Creates an environment where team/s are encouraged and developed, to enable them to communicate effectively
Delivering excellent customer service	C	<ul style="list-style-type: none"> Acts as role model in own personal approach to customer focus Proactively seeks and effectively uses customer information to inform service delivery Proactively seeks to establish and meet current and future needs of customers

		<ul style="list-style-type: none"> • Organises processes around customers, taking account of complex and sensitive issues to meet their long term needs • Implements and utilises systems to record customer feedback and communicates ideas and information to appropriate people, ensuring information is fed back into appropriate systems e.g. CRM • Creates an environment where team/s are empowered to put customers first
Achieving Results and Success	B	<ul style="list-style-type: none"> • Assumes personal responsibility for achieving outcomes and making appropriate decisions and is considerate of others and their contributions • Monitors and evaluates own performance against targets • Develop new ways of working to achieve results • Demonstrates high personal standards as an example to others and delivers what they agree • Is consistently positive and remains focused and flexible when faced with competing demands and priorities • Allocates time and resources to reflect priorities • Seeks information to aid decision making
Respecting Others	B	<ul style="list-style-type: none"> • Acknowledges and values the positive contribution that everyone can make • Demonstrates integrity at all times • Considers impact of own actions and tries to cater for the differing needs of others • Acts as a role model sets a personal example of good equalities practice at all times • Challenges inappropriate and discriminatory behaviour • Understands different learning and personality styles and preferences • Respects confidentiality wherever appropriate • Acts upon concerns about discrimination or inequality of opportunity • Applies consistent standards of service and response

Additional Requirements:

The following clauses must be included in all Job Profiles.

- The Council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, and to undertake any appropriate training.
- Comply with Health and Safety Regulations associated with your employment.
- Be aware of the council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of all personal data held on such systems and ensure that all processes comply with this.

- To treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases, any breach of which will be regarded as subject to disciplinary investigation.
- You may be required to work at any Council site.
- Demonstrate a flexible approach in the delivery of work within the service area. Consequently, the postholder may be required to perform duties not specifically identified in the job profile but which are in line with the general responsibilities of the post.
- Deal with any Safeguarding issues that might arise, in line with the Council's policies and procedures.

London Borough of Havering Person Profile

Job Title: Social Worker – Children and Young People with Disabilities
Grade: 7/8

Requirements	Minimum (M) Desirable (D)	Method of assessment
Skills, Abilities and Behaviours		
<ul style="list-style-type: none"> Ability to apply child care legislation to work practice. 	M	I
<ul style="list-style-type: none"> Expertise in assessments, including single assessments, Care Act Assessments, Mental Capacity Assessment and contribution to Education Health Care Plans. 	M	I/A
<ul style="list-style-type: none"> Ability to analyse complex situations. 	M	A/I
<ul style="list-style-type: none"> Ability to reflect and learn from own behaviour and feedback, identifying impact of action on others. 	M	A/I
<ul style="list-style-type: none"> Ability to make use of management systems including IT in recording, retrieval and analysis of information. 	M	A/I
<ul style="list-style-type: none"> Effective communication skills: written, verbal and listening. 	M	A/I
<ul style="list-style-type: none"> Hold a current drivers licence and have a car available for work. 	D	A
Knowledge		
<ul style="list-style-type: none"> Knowledge and understanding of the Children Act 1989, 2004, Working Together 2013 and Part 3 of the Children and Families Act 2014 and other relevant legislation and frameworks. 	M	A/I
<ul style="list-style-type: none"> Knowledge of current policy and practice, including electronic case management systems. 	M	A/I
<ul style="list-style-type: none"> Knowledge of child development and attachment, understanding the impact of parental problems and the short/long-term impact of abuse/neglect on children. 	M	I
<ul style="list-style-type: none"> Demonstrate an understanding of, and commitment to, working within an equal opportunities framework. 	M	A/I
<ul style="list-style-type: none"> Knowledge of working with children with special educational needs and disabilities and use of communication tools 	D	A/I
Experience		
<ul style="list-style-type: none"> Significant experience (e.g. at least 2 years) of work with children and families, and/or Adults including assessments and statutory work. 	M	A/I
<ul style="list-style-type: none"> Experience of multi-disciplinary inter-agency basis and ability to negotiate on behalf of customers. 	M	A/I
<ul style="list-style-type: none"> Experience of the application of theoretical models and relevant research. 	M	A/I
<ul style="list-style-type: none"> Experience of child protection work. 	D	A/I

<ul style="list-style-type: none"> • Experience of court work. 	D	A/I
Qualifications <ul style="list-style-type: none"> • Social Work qualification as recognised by the SWE. • To progress to, or be appointed at, G7/8: successful completion of ASYE programme. • Current SWE registration. 	M M M	A A A
Working Conditions/Circumstances <ul style="list-style-type: none"> • To demonstrate an understanding of a commitment to Havering's Equal Opportunities Policy in both service delivery to the community in relationships with colleagues and in employment practices. 	M	A/I