



Senior Social Worker (Children & Families - CWD)

JOB PROFILE

Incorporates

Section 1	Post Descriptor
Section 2	Person Specification

SECTION 1: POST DESCRIPTOR

1. JOB DETAILS	
Job Title: Senior Social Worker (Children & Families – Children with Disabilities)	
Department: HSCP – Social Work	Section: Children & Families – Children with Disabilities
Reports to: Team Leader	Grade: 9
Position Number: SW1553	Gauge Reference:

2. JOB PURPOSE

- To ensure the provision of a range of individual, family and community services designed to meet the needs of children and families affected by disability particularly in the promotion of positive parenting, protection of young people and social inclusion.
- To promote enhanced working practices across Children with Disabilities services particularly in relation to Child Protection.
- To assess complex service needs and contribute directly to the design, development and improvement of the service.
- To identify gaps in service provision.
- Manage a group of staff who deliver frontline services predominantly to Children and families affected by disability.
- The delivery of an effective social work service to children, young people and their families / carers; this will include effective management and oversight of both child protection and work with vulnerable young people, looked after children and young people including those in kinship care, those looked after at home and young carers.
- Performance management, supervision and development of staff in support of both local and national priorities, within the overall national context of Getting It Right For Every Child and the Scottish Independent Care Review outcomes.
- Effective team working within a busy children and families team across all internal service areas, including adult services, to improve outcomes for children and young people. .
- The promotion of effective multi agency working across a range of external partners to improve outcomes for children and young people.

3. DIMENSIONS and SCOPE OF JOB
(including budgetary and staffing responsibilities)

Budget: The post holder will be responsible for approving some payments made through Section 12/22, and will have shared accountability for monitoring and reviewing spend across a range of budget areas.

An understanding of the role and legislation in respect of procurement will be helpful, in

respect of the commissioning of placements for children and young people; this will be managed within a framework of support including key professionals and managers,

Staffing Direct:

The post holder will be directly accountable to the Team Leader responsible for their areas of service.

The post holder will be directly responsible for a team of social work and para professional staff, including:

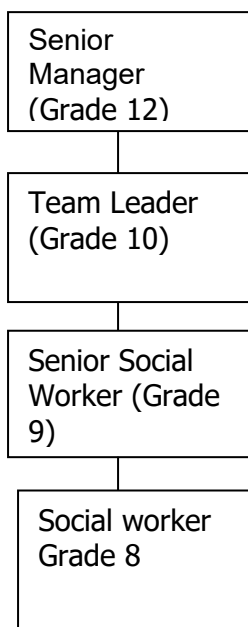
- Supervision of staff in line organisational and regulatory expectations, ensuring accountability and effective service delivery.
- Development and motivation of staff according to their individual developmental needs and the overall service priorities.
- Prioritisation of work according to key areas of service delivery, taking account of demand, including individual and team priorities.
- Effective chairing of multi-agency meetings; ensuring progression of plans for children using supervision and performance management / quality assurance processes.
- Addressing performance and / or attendance issues timeously using the appropriate HR policies and procedures.
- Ensure induction of new employees is fit for purpose including awareness of the need to comply with health & safety policies, organisational and regulatory codes of conduct, and any other relevant policies and procedures.

Staffing Indirect:

- The post holder will be responsible for ensuring the appropriate allocation of work to his / her team, and will be available to offer direction and support to staff both formally and informally as required.
- The post holder will be responsible for ensuring / providing cover arrangements for staff and colleague senior social workers when required, according to the exigencies of the service.
- The post holder will contribute to the development of all staff across the service, including contributing to the overall training and development of staff where required.
- The post holder will be expected to attend and contribute to regular management meetings, and may be requested to undertake specific pieces of work to enhance the overall development of the service as required.

4. ORGANISATIONAL CHART

(shows levels directly above and below this post and includes grades of posts)



5. ROLE OF SERVICE

Community social work services for children and young people are located within Children's Health and Social Care Services within West Dunbartonshire Health and Social Care Partnership. The children with disabilities team is part of the children & families works with a range of partners within the local area, providing support to children and young people at risk of harm, or who are vulnerable either within their own homes or within the community.

Joint working with partners is a key aspect of service delivery, and the post holder will be required to demonstrate the ability to work across a range of partners, both internally and externally thereby reducing risk and improving outcomes.

6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES

- To ensure the principles of Getting it Right for Every Child (GIRFEC) are adhered to during all assessment, and outcome planning for all children and young people.
- To develop and sustain effective partnership working with other local authority and HSCP services, partners and external agencies.
- To direct and support staff involved in child protection or vulnerable young persons processes, manage / facilitate the provision of Interagency Referral Discussions (IRD) and briefing and debriefing activity in respect of child protection / vulnerable young persons investigative processes.
- To identify domestic abuse, child sexual exploitation, female genital mutilation, child trafficking and online sexual activity as child protection issues and address these appropriately according to local and national guidance.
- To participate in the provision of a duty service, ensuring that referrals of concern or requests for assistance are managed and prioritised appropriately.
- To ensure that all reviews for looked after, looked after and accommodated and kinship children are undertaken timeously, and are outcome focussed in their

approach.

- To ensure that all children and young people who may identify as young carers are offered the appropriate supports.
- Ensure the effective management and delegation of staff, and that all work is undertaken and recorded in line with departmental procedures.
- To contribute to appropriate multi-agency forums to ensure efficient use of resources by developing supports and utilising resources from other agencies.
- To audit practice as a member of a single or multi agency group, using established tools and frameworks, evaluating the effectiveness of practice in ensuring improved outcomes for children and young people.
- Record and measure local performance to ensure national performance standards are met.
- Participate and engage in service development and joint working to enhance service delivery.
- Identify the training and development needs of children & families staff, and participate in the delivery of training programmes as required to meet the needs of all staff and partners if required. .
- Represent the Team Leader as required.
- Undertake further duties as may be required by the exigencies of the service.

7. PROBLEM SOLVING

- The post holder will refer to the Policies & Procedures of both the HSCP and the Council in the day to day management of staff.
- The post holder will be expected to respond to staff directly in the management of performance, attendance and personnel matters.
- Advice will be sought from the Team Leader and Senior Manager in relation to any issues which could result in disciplinary, grievance or dignity at work issues.
- Advice will be available from HR Sections to support the post holder in the delivery of their management role e.g. complaints procedure; investigating and responding to complaints.
- The post holder must be skilled in the development of effective risk assessments and outcome plans, and should be able to demonstrate the ability to manage expectations and facilitate consensus in planning supports for children and young people.
- The post holder will work to an inclusive and ACES aware agenda in addressing risk and developing plans for children, young people and their families.
- The post holder will support the development of more effective ways of systematically gathering the views of children, young people and their families to inform service development.
- Develop strategies in cognisance of the appropriate use of resources in outcome planning to meet need and address risk.

8. PLANNING

- The post holder will be responsible for the monitoring of individual children's care plans to ensure they are developed in line with departmental expectations / policies, the principles of GIRFEC and the Independent Care Review. .
- The post holder will contribute to the development of service plans for Children's Services and will provide information as requested by the Team Leader / Senior

Manager

- The post holder will participate in service planning events which contribute to the development of the Integrated Children's Service Plan.
- The post holder will attend and contribute to all local management meetings including extended management meetings and the senior management network.
- Allocation of casework, monitoring, reviewing and forward planning will be carried out within the expectations of the HSCP, Integrated Children's Services Plan and other strategic planning forums.

9. ASSIGNMENT AND REVIEW OF WORK

- Work is largely driven by policy and legislation outlined in the Children Scotland Act (1995), the Children and Young Persons (Scotland) 2014, the Carers (Scotland) Act 2016, the principles of GIRFEC and the Independent Care Review.
- Strategic priorities are set by the Community Planning Partnership, as delivered by the Delivery and Improvement Groups and other key strategic groups such as the Protection Committees and Public Protection Chief Officers Group.
- The post holder will report to the Team Leader, with whom individual, team and strategic objectives will be jointly agreed.
- Throughout the year regular supervision meetings with the Team Leader will discuss progress against timescales and key deliverables and ensure ongoing communication on current issues and workload.
- Post holder will also have the responsibility to identify new areas for development where gaps in service or alternate ways of working may be identified.

10. COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal communications and working relationships:

- As noted above, the post holder will have a key role in understanding and promoting the strategic priorities within the Community Planning Partnership, Integrated Children's Services Plan and other strategic forums such as the Child Protection Committee.
- The post holder will have a key role in team meetings, ensuring effective dissemination of information, and ensuring the opportunity for professional reflection and discussion of current service developments and / or demands.
- The post holder will have a key role working in partnership with children's health and education services ensuring vulnerable children's needs are prioritised within a multi-agency planning process.
- The post holder will chair multi-agency meetings supporting the involvement of children and their parents & carers in order that they can share / express their views.
- The post holder will develop partnership responses to identified issues towards improving outcomes for children.
- Liaison with adult services will be paramount to all aspects of outcome planning for children, young people and their families

External communications and working relationships:

- Direct contact with children, parents and carers is an essential element of the job in order to support positive change.
- Liaison and joint working with a range of staff including a variety of other partners and professionals from e.g. Scottish Government, Care Inspectorate, SCRA, Education and Health Services will be required.
- Negotiating and supporting / influencing decision making in key forums e.g. at Children's Hearings is also a critical aspect of the post.
- The post holder will liaise and meet regularly with external providers of service delivery, to review individual placement agreements (IPAs), identify gaps in service provision and wherever possible, seek local solutions to problems within individual circumstances.

11. DECISION MAKING

- The post holder will ensure all decision making is in line with local and national legislative, policy and procedural standards.
- The post holder will support the assessment of complex situations and will be a key contributor / facilitator in respect of decision making for vulnerable and at risk children and young people.
- The post holder will contribute directly to the design, development and improvement of children services, including contributing directly to strategic working groups, short life working groups and development events as required.

12. MOST CHALLENGING PART OF THE JOB

- The post holder will be required to manage a range of expectations and demands. The balance of autonomous and collaborative working practices is key, with peer and immediate line management relationships being key.
- Good working relationships with colleagues across a range of services are also key to managing demand and seeking to find solutions. The post holder will be required to build effective working relationships and ensure consistency of practice in a range of areas of service.
- In some cases the post holder may be required to challenge others in their approach, understanding or views. This development of a range of interpersonal skills enabling clear communication, constructive challenge and facilitation of reflective debate will also be key.
- The post holder will also require to manage services to children and young people whose needs are constantly changing, and about whom expectations both politically and within communities may also fluctuate and / or present challenges.
- In this context, the post holder will be expected to develop, monitor and review outcome measures to ensure services delivered both reduce risk, and improve the life chances of children and young people who may have experienced abuse, adversity, exclusion and stigma.

13. GENERAL

Disclosure/PVG membership: This post requires a PVG – Children and Adults

Politically Restricted Post: Not politically restricted

Must be registered with SSSC

The duties and responsibilities contained within this Post Descriptor are neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character and nature of the post.

The Post Descriptor may be subject to revision, depending on the future needs of the post and the organisation, following appropriate consultation.

14. WDC TRAINING

West Dunbartonshire Council – Operates [Skills Passports](#) for all employees, which details the training available and timescales for undertaking courses. Skills passports are available via the Council's Intranet [Organisational Development & Change](#)

- Skills Passport A – New Entrant Employee Passport

Includes WDC Induction; Equality & Diversity; Data Protection (GDPR) & Security Awareness and relevant i-learn modules;

Policy Reading: Code Of Conduct; ICT Information Security Policy and Acceptable Use Policy

- Skills Passport B – WDC Employee Passport

Includes relevant i-learn modules

15. ROLE SPECIFIC TRAINING

Listed below are the training requirements which must have been completed in order to take up this position. Noting this is in addition to the generic WDC training listed above.

Assessment and Intervention in Child Protection (5 day course)

Joint Investigative Interview Training (JII)

Post Descriptor Prepared by: Annie Ritchie

Date: 12.01.2021

SECTION 2: PERSON SPECIFICATION

Essential	Desirable
Qualifications/Professional Membership	
The post holder will have a Degree or Post Graduate Qualification in Social Work	Certificate in Child Protection Studies Practice Teacher Qualification
The post holder will have substantial post qualifying experience as a Social Worker / commensurate with the duties and responsibilities of the post.	
Must be registered with SSSC.	
Training	
Child Protection – minimum 5 days basic training. Joint Investigative Interviewing training Vulnerable Young Persons Training Child Sexual Exploitation Training Domestic Abuse Training	It would be desirable if the post holder had other evidence of continuous professional development.
Experience	
The post holder will have experience of Children & Families work and Child Protection.	Experience in managing and supporting student placements.
Knowledge and Skill	
Must be conversant with the principles and application of GIRFEC, the Children Scotland Act (1995), Children's Hearings (Scotland) Act 2011, Children and Young people (Scotland) Act 2014 and other policy and legislative frameworks appropriate to children.	It would be desirable that the post holder was familiar with the outcomes from the Independent Care Review
Must have a sound knowledge base in areas of addiction, mental health and children's health and wellbeing.	Driving licence.
Disposition	
Works with integrity.	
Ability to develop and maintain effective working relationships, both internally and externally.	
Ability to exercise and demonstrate sound judgement when making decisions and recognition when to seek advice from others.	