

JOB OUTLINE	
JOB TITLE: Social Worker (E&CS - Children's Services)	JET CODE: 5067
SERVICE: Education & Children's Services	
DIVISION: Children's Services	
REPORTING TO: Team Leader	
RESPONSIBLE FOR: None	
JOB PURPOSE: To provide an effective service to vulnerable children, young people and their families/carers, promoting a high standard of practice, in accordance with statutory obligations, policies and procedures.	
MAIN DUTIES: • Fulfil the Council's statutory obligations to protect and promote the welfare of children. • Work directly with children, young people, families and carers, in accordance with social work values and GIRFEC Principles and Practices. • Manage a caseload, including undertaking Assessments and Care Planning. • Ensure all recording is kept up to date. • Produce high quality assessment and Care Planning reports and other reports, as required. • Liaise effectively and timeously with other agencies, including colleagues in Children's Wellbeing, Education, Police, Health and Voluntary Agencies, to both assess and meet children's needs. • Undertake relevant training to maintain and improve professional knowledge and skills and contribute to the learning and development of others. • Keep abreast of changes in procedure, – legislation and research as they affect the service and the client group.	

- Take responsibility for your own professional supervision, which will be provided on a planned regular basis.
- Coach and mentor colleagues as appropriate, e.g. Social Work Students, Foster Carers.
- Represent Children's Wellbeing in a professional and collaborative way in all multiagency and local community meetings and events.
- Undertake such other duties and responsibilities that may be reasonably required by the service.

Tasks Specific to Social Workers employed in Community Resources Supervision Group, Long Term Care and Support only.

- Contribute to the development of a flexible range of care placements and resources to meet the needs of children, young people, and their families.
- Recruit, screen, assess train, approve, support, and review foster carers/share the carers/ kinship carers/adoptive families required to care for children unable to live with their birth parents.
- Undertake the role of supervising social worker for a number of carers and adoptive families, providing support and supervision in accordance with National and East Lothian Standards.
- Work with colleagues to provide programmes of training and support for adopters, foster carers and share the carers, individually and in groups.
- Investigate and provide written reports about allegations, complaints or concerns which may be raised about particular foster carers, share the carers or adopters.
- Participate in the duty system by identifying appropriate care placements for referred children and responding to enquiries from potential carers.
- Undertake a range of administrative tasks related to the effective provision of service, including the completion of reports, home studies and carer records.
- Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Education:

Degree in Social Work (or other recognised Social Work Qualification, i.e. CQSW, Dip SW, CCETSW).

Disclosure Scotland:

This role requires **PVG clearance** for regulated work with children and protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

- **SSSC registration** is an **essential** requirement of this role. If you are appointed and are not already a member of the relevant section of the SSSC Register, you will be required to apply for registration **within 3 months** of your start date to ensure that you are **registered within the required 6 months**. If you have previously registered as a Social Worker with the SSSC then you must re-register **before** commencing employment.

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	Degree in Social Work (or other recognised Social Work Qualification, i.e. CQSW, Dip SW, CCETSW). This role requires PVG clearance for regulated work with children and protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement. As you are required to travel to manage a workload, you must hold a current driving licence and/or have access to a vehicle. SSSC registration is an essential requirement of this role. If you are appointed and are not already a member of the relevant section of the SSSC Register, you will be required to apply for registration within 3 months of your start date to ensure that you are registered within the required 6 months. If you have previously registered as a Social Worker with the SSSC then you must re-register before commencing employment.	Post qualifying award in Child Protection, Practice Teaching or Mental Health.
Previous Experience (Paid & Voluntary Work)	Experience of working with children, young people, families and carers, including statutory work and challenging behaviour. Experience of writing and speaking to statutory reports. Experience of child protection investigations and resolutions. Experience in coaching/mentoring.	Experience of participation in effective multi-agency working.

Knowledge/ Skills /Competencies	Knowledge and understanding of child care policy and practice, child growth and development, effects of separation and loss and assessing and managing risk. Knowledge of relevant Children and Families legislation and Government initiatives in areas relevant to the Supervisory Group's operation. Professional knowledge of the needs of vulnerable children and those caring for them. Effective verbal and written communication skills. Effective organisational and time management skills.	Knowledge and understanding of commissioning.
Personal Qualities	Ability to work with complex information. Ability to prioritise a varied and complex workload. Ability to use own initiative. Ability to work under pressure and meet deadlines. Ability to work flexibly as part of a team. Ability to develop effective relationships with stakeholders. Ability to maintain confidentiality relating sensitive matters.	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	