Social Worker
Children & Families

JOB PROFILE

Incorporates

Section 1 **Post Descriptor**

Section 2 **Person Specification**

SECTION 1: POST DESCRIPTOR

1. JOB DETAILS

Job Title: Social Worker	
Department: HSCP	**Section: Children & Families**
Reports to: Senior Social Worker	**Grade: 8**
Position Number: SW2657	**Gauge Reference:**

2. JOB PURPOSE

To provide a range of statutory services for children and young people within a multi-agency context across the local authority.

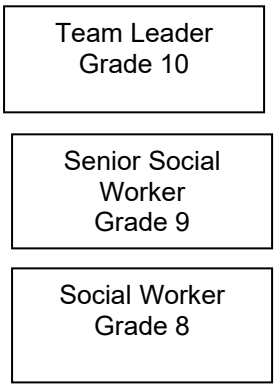
3. DIMENSIONS and SCOPE OF JOB
(including budgetary and staffing responsibilities)

Budget: The post holder will operate within all Council Financial Procedures.

Staffing Direct: N/A.

Staffing Indirect: N/A

4. ORGANISATIONAL CHART
(shows levels directly above and below this post and includes grades of posts)



5. ROLE OF DEPARTMENT/SECTION

Children & Families Social Work Services sits within West Dunbartonshire Health and Social Care Partnership, meeting the needs of all children and young people at risk of harm, or who are vulnerable within their home, school or in the community.

The service works within a strategic and governance framework, directed by local community planning priorities via the Nurtured Strategic Delivery Group (Getting it Right for Every Child planning), the Child Protection Committee and Public Protection Chief Officers Group, the Safer DIG (community safety and violence against women and girls) and the Community Justice Partnership (prevention, youth justice and whole system approaches)

6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES

Utilising the Getting it Right for Every Child (GIRFEC) National Practice model, national Child Protection standards and guidance and other relevant policies , guidance and procedures, the post holder will;

- Assess the needs of children, young people and their families / carers.
- Develop a range of responses including individual, parenting and (potentially) group work to address needs identified.
- Develop SMART care plans which outline in detail the activities to be undertaken by the team around the child to work with the child, young person and their family.
- Provide statutory and other reports in line with the requirements of the care plan including integrated assessment reports, child protection and vulnerable young person's risk assessments and reports for statutory bodies, i.e. the Children's Hearing and Court systems.
- Work in partnership with colleagues from all involved agencies and services to improve outcomes for children and young people in need of support and / or at risk of harm
- Ensure children, young people and their families are enabled to participate in developing plans to address risk and support change, and promote participation in the review and development of services consultation to best reflect the needs of individuals and community.
- To be accountable for services provided ensuring appropriate assessment, planning and reviewing procedures are evident.
- To contribute to audit and improvement / self-evaluation activity across the service

7. PROBLEM SOLVING

- The postholder will use professional skills and expertise to assist others particularly children, young people and their parents/carers to develop their own problem solving skills using a solution focussed approach.
- The post holder will utilise relevant national and local policies and procedures directing their day to day work.
- The post holder will require to practise from a relational perspective, using a range of techniques to support the engagement and participation of children, young people and their families.
- The post holder will require to work collaboratively with colleagues across a range of services, developing an active working context which is inclusive of children, young people and their families

8. PLANNING

- The post holder will be expected to carry out the role and expectations of lead professional within a GIRFEC context, with associated responsibilities i.e. assessing, planning and reviewing progress within a structured model of support, intervention and assessment of risk.
- Prepare, including the preparation of children young people and their families for involvement / inclusion in multi-agency meetings.
- Ensure timeous submission of all reports and other required written work
- Ensure preparation for individual supervision.

9. ASSIGNMENT AND REVIEW OF WORK

- All work will be assigned and overseen by a Senior Social Worker.
- Child protection and Vulnerable Young Persons responsibilities, and the completion of child protection / vulnerable young person's processes and associated risk assessment and outcome planning will be managed within the local and national policy and governance framework.
- The post holder will be responsible for ensuring timeous recording and reporting in line with statutory and agency expectations.
- The post holder will be responsible for attending all required meetings in respect of their caseload and recording / reporting into these forums as directed.
- The post holder will contribute to regular supervision sessions and any required audit activity as directed.

10. COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal communications and working relationships:

- The post holder will be responsible for ensuring that all contacts with service users are recorded on the departments client information system (Care first / Comino).
- The post holder will be responsible for ensuring timeous responses to all communications via email or otherwise in line with HSCP policy.
- The post holder will be required to ensure availability for all internal departmental meetings and training as directed by their immediate or more senior managers.

External communications and working relationships:

- The postholder will demonstrate commitment to developing collaborative multi-agency relationships facilitating positive shared outcomes for children and young people.
- The post holder will have a responsibility to ensure effective communication with all colleagues and partners ensuring their views are accurately reflected within departmental records.

11. DECISION MAKING

- The post holder will be responsible for ensuring that their day-to-day work and is managed and overseen in line with policy / guidance expectations.
- The post holder will be responsible for ensuring that their role and tasks within care plans for children and young people are implemented timeously.
- The post holder will ensure the regular monitoring and reviewing of outcome focussed care plans, and will ensure these are shared within the team around the child, including the family, children and young people (where appropriate)

12. MOST CHALLENGING PART OF THE JOB

- The post holder will deliver services to children and young people whose needs are constantly changing, in a context of high levels of demand related to a local demographic where poverty, domestic abuse, mental health and substance misuse creates significant challenges for families
- The post holder will participate in the development, monitoring and review of outcome measures to ensure services delivered target children and young people appropriately, are delivered effectively and improve the life outcomes for children, young people and their families.
- The postholder will be required to respond to a diverse range of issues and situations, and will require a flexible approach in order to contribute to a responsive children and families service.
- The post holder may, at times, require the skills to manage challenging and hostile behaviour in response to the involvement of the service.

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

Various Induction training opportunities / requirements
GIRFEC training
LAAC training
Assessment and Intervention in Child Protection (5 day course)
Joint Investigative Interview Training (JII)

Post Descriptor Prepared by: Manager –Area Team Services Date: Sept 22

SECTION 2: PERSON SPECIFICATION

Essential	Desirable
Qualifications/Professional Membership	
Degree in Social Work, CQSW or recognised equivalent qualification.	
Must be registered with SSSC.	
Training	
	Child Protection Vulnerable Young Persons / CARM Child Sexual Exploitation JII / SCIM
Experience	
Knowledge of GIRFEC and the national Practice model The Promise	Knowledge and experience of Child Protection / Vulnerable Young Persons work and associated procedures and guidance
Working as part of a team.	
Sound knowledge of risk assessment and use of assessment tools.	
Working with children and young people on an individual basis	
Experience of working in multi-agency forums.	
Knowledge and Skill	
Committed to own professional development.	
Ability to work as part of a team.	
Knowledge and experience in formulating and managing individual care plans designed to meet the needs of children, young people and their families.	
Commitment to supporting children, young people and their families within their own communities and evaluating the outcomes.	
Identify and manage risk in your work with children, young people and families, ensure that children access what they need when they need it in line with the GIRFEC principles and consistent with the principle of minimum intervention (Children Scotland Act 1995).	
To participate fully in professional supervision.	
To contribute and participate in multi-agency forums where appropriate.	
To manage and prioritise your workload.	
To have knowledge of risk factors that effect children, young people and their families i.e. addiction, mental health and domestic abuse.	

Good knowledge of developmental theory in relation to children and young people .	
To write a range of reports including statutory reports to SCRA.	
To attend Children's Hearings when necessary.	
To make use of all training opportunities available.	
To be involved in the learning of others (students).	
Knowledge of issues that impact on children.	
Work with children, young people and their families to reduce risk and promote/prioritise their participation using GIRFEC national practice model and the principles of The Promise .	
To advocate on behalf of families and challenge social injustice, discrimination and disadvantage.	
Work in accordance with supervision, case recording policy and the work of the department in accordance with all policy and procedures.	
Disposition	
Works with integrity.	
Ability to maintain effective working relationships.	
Ability to exercise and demonstrate sound judgement when making decisions and recognition when to seek advice from others.	