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|  | LANCASHIRE COUNTY COUNCILFor completion by Lancashire County Council employees. Please read the explanatory notes overleaf first. |

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| **JOB DESCRIPTION FOR THE POST OF: social worker** | | | | | | | | | | | |
| **Directorate for Children & Young People** | | | | | **Location:** | | **Local Authority – Fostering, Adoption & SCAYT+** | | | | |
| **Establishment/Team:** | | | Children’s Social Care | | | | | **Post No:** | | |  |
| **Grade:** | **8/9** | | **Designated Line Manager:** | **Team Manager** | | | | **Car User:** | | | **yes** |
| **Staff**  **Responsibility: None** | | | **Number of Staff**  **Directly Supervised: None** | | | **Which Business Plan incorporates this Post? Social Services** | | | | | |
| **core values and job purpose:**  The Directorate for Children and Young People  **Believe**  We can make a positive difference to the lives of children and young people.  **We value**   * The role of parents, carers and all who have a parenting responsibility. * What children, young people and their families want to tell us. * The power of people working together to achieve common aims. * Good public service. * The richness of our diverse communities and cultural heritage. * The essential contribution education and learning make in improving lives of children and young people. * The creative contribution made by children and young people to their communities. | | | | | | | | | | | |
| **Duties and responsibilities** (in order of importance)  This post is based within Lancashire's Fostering, Adoption, Residential and YOT Service. It is located in the fostering support team  Duties may include;   * Recruiting, training, preparing and assessing prospective foster carers, including compiling complex assessment reports to present to the fostering panel. * Supervising and supporting foster carers and their families. * Ensuring high quality foster care is available that meets the specific needs of children looked after and that all the standards and regulations are met. * Being involved in running support local groups. * Supporting adopters and children who have been adopted and related work. | | | | | | | | | | | |
| In accordance with HCPC requirements and internal competency assessment, progression on to the Social Worker level is subject to attainment of an appropriate Social Work qualification, proof of registration with the HCPC and attainment of a successful competency assessment. | | | | | | | | | | | |
| **SOCIAL WORKER**   1. To carry out the statutory obligations of the Directorate within the context of Government guidelines in particular the Every Child Matters agenda, County Policies, strategies and procedures. 2. To comply with the Directorate’s administrative and financial procedures including the maintenance of appropriate records. 3. To make full use of Information Technology and all computer systems in use by the Directorate as and when required i.e. ICS, ISSIS,Microsoft applications. 4. To liaise and negotiate with other professionals in statutory and voluntary agencies to ensure the best possible outcomes for children and families. 5. To prepare for, attend and contribute fully towards the supervision process, staff meetings, in-house or external training courses. 6. To prepare for and contribute to the Staff Development Portfolio in accordance with the Directorate’s policy. 7. To be aware of and responsive to the differing needs of all sections of the community. 8. To be responsible for own continued learning and share an up to date knowledge of research findings in relevant fields of social work.   **For Fostering**   1. To recruit, train, assess and support foster carers, and/or adopters on behalf of the Directorate. 2. To manage an allocated workload of approved carers and carer assessments according to Directorate priorities. 3. To manage an allocated workload of post adoption assessments and support according to Directorate priorities. 4. To take part in CLA Reviews and other safeguarding meetings as necessary.   **Other responsibilities**  Workers may be required to engage in joint training initiatives and undertake work originating outside the area if this is necessary to ensure equitable distribution of work, and in the interests of efficient and effective service delivery.  This is not to be regarded as exclusive of exhaustive – there may be other duties and requirements at the same responsibility level associated with the post. | | | | | | | | | | | |
| **Prepared by:** | | **Karen Barker** | | | | | | | **Date:** | 23 August 2019 | |

**EQUAL OPPORTUNITIES**: The County Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

**HEALTH AND SAFETY**: All employees have a responsibility for their own Health and Safety and that of others while undertaking their duties. Employees have a general duty to assist the County Council in implementing its general statement on the Health and Safety policy.

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| Person Specification Form | | |
| Job Title: Social Worker | Grade: 8/9 | |
| Directorate/DSO: Children & Young People | Post number: | |
| Unit/team: Fostering Service |
| Requirements **(on the basis of the job description)** | **Essential (E)**  **or**  **Desirable (D)** | To be identified by: **application form (AF),**  **interview (I),**  **test (T)** |
| Qualifications |  |  |
| Applicants must hold a recognised social work qualification and must demonstrate that they have training **and/or** experience relevant to the post; they must also prove that they hold appropriate HCPC registration. | E | AF |
| Experience |  |  |
| * Social work experience with children in need and their families. | E | AF |
| Knowledge/skills/abilities |  |  |
| * Demonstrate knowledge of child development | E | I |
| * Skills in working effectively with children and families, in varied and complex circumstances | E | I |
| * Written and verbal communication skills. | E | I |
| * Assessment and report writing skills. | E | I |
| * Ability to use IT. | E | I |
| * Ability to learn and understand theoretical concepts, legal frameworks and to work within policy and procedures. | E | I |
| * Ability to work as an effective team member. | E | I |
| * To be able to respond positively and effectively to children and their families, promoting ‘working in partnership’ at all times. | E | I |
| * Ability to work in partnership with other professionals/agencies. | E | I |
| * Ability to value diversity, by treating people as individuals, valuing their input and contribution. | E | I |
| * To respond positively to training and development opportunities. | E | I |
| * Ability to work with a varied caseload and to manage timetables and demands. | E | I |
| * Ability to use supervision positively and to contribute to the Personal Staff Development Portfolio. | E | I |
| * To have knowledge of the cultures and religions of the communities of Lancashire. | E | I |
| * To have the ability to value diversity and work across cultures. | E | I |
| * Have a good knowledge of relevant current legislation and guidance. | E | I |
| * Ability to deliver support to children looked after and their carers/parents | E | I |
| * Knowledge of the needs of children and young people with a range of physical and emotional complex needs | D | I |
| * Skills in the assessment of children and families and developing packages of support. | E | I |
| * Skills in planning for permanence. | D | I |
| **Special requirements**  The County Council operates a general no smoking policy.  The appointee will be expected to attend work on a regular basis. There will be occasional evening working.  We would like our social worker to be easily contactable and supportive. We want you to be committed to the job and have a good record of experience with children and young people. It’s important that you are on time, easy to talk to, non-judgemental and trustworthy.  We believe that it is important that you can demonstrate you are committed to the job indefinitely.  You are required to have the ability to drive a car and have a car at your disposal. However in certain circumstances consideration may be given to applicants who as a consequence of disability are unable to drive. |  |  |
| 1. Commitment to Equality & Diversity  2. Commitment to Health & Safety |  |  |
| Prepared by: Heidi Fliegauf Date: 14 January 2016 | | |
| Note: We will always consider references before confirming an offer in writing. | | |

**JOB DESCRIPTION NOTES: These Explanatory notes are to be read by Appointing Officers and do not need to be sent to candidates**

1. A Job Description should be written only after a thorough review of the core tasks of the job has been carried out. (See also para 5.3 and Appendix “F” on the use of Exit Interviews and para 5.9 relating to disability and an ability to drive.)
2. In listing the core tasks of the post, it is important that you identify in order these core requirements of the post. This will assist in the later processes of identifying essential requirements and the structuring of interview questions.
3. In this way the Job Description will provide you not only with a list of the core tasks of the post, but also of their relative importance.
4. Core tasks (ideally 6 but exceptionally up to 10). If substantially more than 6 tasks are listed as core tasks the selection/interview process is more likely to require greater time and may lead to confusion by the applicant as to what is required for the post.
5. It should be noted that this format has been drawn up to support the Job Evaluation process and it is therefore important that the identification and listing of the core tasks is carried out carefully.
6. All applicants must receive a copy of the Job Description.