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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:** | **Children Awaiting Adoption** |
| **Establishment/Team:** | Fostering and Adoption Service | **Post No:** |  |
| **Grade:** | **8/9** | **Designated Line Manager:** | **Practice Manager** | **Car User:** | **Yes** |
| **Staff** **Responsibility: None** | **Number of Staff** **Directly Supervised: None** | **Which Business Plan incorporates this Post? Children and Young People's plan** |
| **core values and job purpose:****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.
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| **Duties and responsibilities** This post is based within Lancashire's fostering and adoption service. * Recruiting, training, preparing and assessing prospective foster carers and adopters, including compiling complex assessment reports to present to the fostering panel.
* Supervising and supporting foster carers, adopters 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.
* Ensuring children with an adoptive plan is matched at the earliest opportunity.
* Ensuring children with adoptive plans are in safe and secure placements where all their needs are met within the Regulatory framework.
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| 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. ISSIS, LCS, 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 and Adoption** 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, assessments and children according to Directorate priorities.
3. To take part in CLA Reviews and other safeguarding meetings as necessary.
4. To ensure children are matched at the earliest opportunity and remain in safe and secure placements.
5. To ensure adoption plans are progressed where appropriate to minimise drift.
6. To support, train and supervise foster carers, adopters and their families.

**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:** | **FARY (GL)** | **Date:** | 25 April 2016 |

**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**Children & Young People** |  |
| 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)** |
| Qualifications |  |  |
| **For Social Worker**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 |  |  |
| **For Social Worker**Social work experience with children in need and their families. | E | AF |
| Knowledge/skills/abilities |  |  |
| * Demonstrate knowledge of child development
* Skills in working effectively with children and families, in varied and complex circumstances
* Written and verbal communication skills.
* Assessment and report writing skills.
* Ability to use IT.
* Ability to learn and understand theoretical concepts, legal frameworks and to work within policy and procedures.
* Ability to work as an effective team member.
* To be able to respond positively and effectively to children and their families, promoting ‘working in partnership’ at all times.
* Ability to work in partnership with other professionals/agencies.
* Ability to value diversity, by treating people as individuals, valuing their input and contribution.
* To respond positively to training and development opportunities.
* Ability to work with a varied caseload and to manage timetables and demands.
* Ability to use supervision positively and to contribute to the Personal Staff Development Portfolio.
* To have knowledge of the cultures and religions of the communities of Lancashire.
* To have the ability to value diversity and work across cultures.
* Have a good knowledge of relevant current legislation and guidance.
* Ability to deliver support to children looked after and their carers
* Knowledge of the needs of children and young people with a range of physical and emotional complex needs
* Skills in the assessment of children and families and developing packages of support.
* Skills in planning for permanence.
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| **4. 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 & Diversity2. Commitment to Health & Safety |  |  |
| Prepared by: FARY (GL) Date: 25 April 2016 |
| Note: We will always consider references before confirming an offer in writing. |