

Job Description
Social Worker
Education and Children's Services

Service:	Inclusion Service	Team:	Children with Disabilities Service
Location:	Countywide		
Salary range:	£29,577 - £38,890 SCP 25 – 35	Grade:	Grade 8/9
Reports to:	Team Manager	Staff responsible for:	N/A

Job Purpose

Core Objectives

1. Vulnerable children and young people are safe from harm and build resilience
2. Children and young people achieve their full potential in education, learning and future employment.
3. Children and young people enjoy healthy lifestyles and know how to help others
4. Children, young people and families have a voice in shaping the support they receive
5. Children and young people live in Lancashire where they can enjoy a good quality of life, be happy and want to stay.

To deliver these objectives it will be necessary for the post holder:

1. To work as part of a team of Children with Disabilities professionals, to ensure the development, delivery and continuous improvement of specialist services for children, young people and their families and carers in Lancashire.
2. To work in partnership with colleagues across the Children with Disabilities Service to ensure consistency of practice across the county and to promote the development of a supportive collaborative culture across the service and across the Education and Children's Services Directorate
3. To work in partnership with children and young people, parents and carers, education, health and other agencies/professionals supporting children and young people to provide effective support that improves outcomes for children, young people and their families.
4. To ensure children and young people with disabilities and their families are at the centre of all practice and processes relating to the work of the Children with Disabilities social work teams and the Inclusion Service.
5. To ensure children and young people are provided with the right support at the right time.
6. To ensure the effective and efficient use of available resources in support of the well-being, development and progress of children and young people with disabilities and their families.

Accountabilities, Responsibilities and Core Duties

Service Delivery

1. The post holder will report to a Team Manager as part of a countywide service of Children with Disabilities professionals.
2. You will manage an allocated social work caseload relating to children, young people, parents, carers and families within the local area. This will include assessments, Child In Need, safeguarding, Children In Our Care, young people going through transition, Public Law Proceedings and Mental Capacity Act Proceedings. You may be required to undertake work or hold cases across Lancashire and/or out of Lancashire in response to service need and the needs of children, young people and families.
3. You will identify children and young people in need who may also be in need of protection and effectively safeguard them.
4. You will undertake assessments of children in need in accordance with the Assessment Framework, Working Together and the Mental Capacity Act 2005; and ensure robust and timely care planning for children looked after. You will ensure that assessments are completed to a 'Good' standard and within timescales.
5. You will assess the needs of children, young people, parents, carers and families and determine an appropriate level of intervention and service provision, including packages of support for families. You will negotiate, coordinate and provide and/or commission services as appropriate.
6. You will be responsible for undertaking visits to children, young people and parents and carers; undertaking and being a part of reviews of Plans; ensuring Plans are SMART, meet needs and promote best possible outcomes for the child or young person and their family.
7. You will ensure all children and young people for who you are responsible have a clear care plan to promote their development, well-being, outcomes and protect them from harm.
8. You will contribute to Education, Health and Care Plan (EHCP) Reviews and providing social care advices for Education, Health and Care Plans.
9. You will undertake direct work and interventions with children, young people and their families and carers as identified in the Child's Plan.
10. You will demonstrate consistently high standards of practice that put the needs of children and young people at the forefront of all activity.
11. You will ensure you uphold and work within the Corporate Parenting Principles for Children In Our Care and Care Leavers.
12. You will present and be accountable for your work with children, young people and parents, carers and families, in relation to quality assurance, audit and inspection processes.
13. You will actively promote anti-discriminatory practice and the celebration of diversity.
14. You will be part of a duty rota within your team ensuring you fulfil your duty responsibilities effectively.
15. You will take responsibility for your continuing professional development. You will attend training and team and service meetings/briefings and keep your knowledge of legislation, research, practice developments and procedures updated as part of this, to ensure you have the skills and knowledge to work effectively with children, young people, parents, carers and families.

16. You will operate within a performance framework and to strive to improve personal performance and meet identified development targets.
17. You will identify opportunities for improving day-to-day procedures and processes within the team or work area, and contributing these to team planning, to support the continuous improvement of services.
18. You may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements in respect of the needs of children, young people, parents, carers and families.
19. You will carry out other duties as delegated by a Team Manager, Senior Manager or Head of Service

Communication skills and information sharing

1. You will develop effective communication skills to enable you to communicate with children and young people with communication difficulties and disabilities, ensuring their views are represented in assessments, plans, meetings and taken into account in decisions that affect them.
2. You will use the Service's electronic communications system, database, spreadsheets, word processing packages and templates competently and promote the use of IT within the Team. You will be responsible for accurately loading and updating the Service's database with children, young people, parents, carers and family's details.
3. You will respect confidentiality and explain to children, young people, parents and carers when there is need to share information with others in order to protect children.
4. You will conduct public care proceedings on behalf of the Service with appropriate guidance and authorisation. You will ensure reports and statements for court, case conferences and looked after reviews are prepared to a 'Good' standard, in time for deadlines and evidence involvement of children, families (including absent fathers) and carers.
5. You will represent the Service in magistrates, County, High Courts and the Court of Protection.
6. You will instruct solicitors, counsel and expert witnesses, in care proceedings with appropriate authorisation.
7. You will follow the Service's procedures for the authorisation of placements, financial expenditure and accommodation of children.

Advocacy

1. You will advocate on behalf of children, young people, parents, carers and families, supporting access to services.
2. You will challenge injustice, discrimination and lack of access to services.
3. You will challenge poor practice.
4. You will actively promote anti-discriminatory practice and the celebration of diversity.
5. You will advise children and young people (age appropriate in a child centred way), parents, carers, families, groups and individuals about independent advocacy that can best meet their needs.

6. You will assist children and young people (taking into account age and ability), parents, carers, families groups, individuals and partner agencies to represent their views in all meetings affecting them.

Partnership and Collaborative Working

1. You will work to develop positive working relationships with parents, carers, families and multi-agency professionals to ensure children, young people and families receive the most effective support at the right time to ensure the best possible outcomes.
2. You will ensure the Service's procedures for managing risk of significant harm to children are followed at all times, and seek appropriate advice and authorisation from managers.
3. You will convene, chair and contribute to multi-agency child in need, child protection meetings, care planning and other meetings.
4. You will make full and appropriate use of the Family Group Conferencing process.
5. You will co-work cases and/or support newly qualified and less experienced social workers as required. You will contribute to the development and support of social work students.

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post-holder. This is not an exhaustive list of all tasks that may fall to the post-holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

Other

- **Equal Opportunities**
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and Safety**
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused**
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**
We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**
We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.
- **Respectful**
We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.
- **Collaborative**
We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone

**Person Specification (Grade 8/9)
Social Worker (Disability)
Education and Children's Services**

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment (s)

Requirements	Essential (E) or Desirable (D)	Identified by Application Form (A) or Interview (I)
Qualifications:		
Professional and/or academic level qualification or equivalent or substantial vocational experience in a relevant, technical, scientific, specialised or operational field	E	A
CQSW, DipSW, BA in Social Work or equivalent	E	A
Management Qualification or significant management training	D	A, I
A professionally qualified, registered Social Worker adhering to the Social Work England professional standards and able meet the Knowledge and Skills statements for child and family social work.	E	A
Experience:		
Experience of complex assessment work, child protection, care planning and reviewing, quality of services and outcomes for children, young people, parents, carers and their families	D	A, I
Experience of or the ability to demonstrate, the competence to work with children and young people with special educational needs and disabilities and their parents, carers and families	D	A, I
Experience of or the ability to demonstrate, the competence to work with children and young people with special educational needs and disabilities and their parents, carers and families on a statutory basis	D	A, I
Experience of, or the ability to demonstrate the competence to work directly with individual children, young people with disabilities and their parents, carers and families to identify and assess their needs and make appropriate planned responses which seek to improve outcomes.	D	A, I

Experience of or the ability to demonstrate, the competence to work with children and young people with disabilities and their parents, carers and families to ensure support and interventions are provided in response to assessed needs as part of a multi-agency plan of support.	D	A, I
Experience of or the ability to demonstrate implementing, developing and reviewing plans to meet assessed needs	D	A, I
Experience of working with limited supervision, setting priorities and managing competing workload priorities	E	A, I
Experience of working effectively with other agencies and professionals	E	A, I
Experience of risk management	E	A, I
Experience of working and delivering services in a culturally diverse environment	E	A, I
Knowledge and Skills:		
Empathy and sensitivity to the needs and experiences of children and young people with disabilities and their parents, carers and families	E	A, I
Have a knowledge of services relevant to children, young people, parents, carers, families, groups and partner agencies needs and circumstances offered by the local authority and others and how to access other relevant services.	E	A, I
Knowledge of legislation, guidance, policy and procedures including those relating to children, young people, families, carers and SEND.	E	A, I
Have an in-depth knowledge of the children, young people, families, carers, groups and partner agencies they are working with.	E	A, I
Ability to communicate with children and young people with a range of special educational needs and disabilities.	E	A, I
Ability to communicate effectively, both written and verbally.	E	A, I
Good analytical, assessment and critical reflection skills.	E	A, I
Ability to build and maintain effective networks and relationships.	E	A, I
Ability to influence the practice of other based on technical or professional expertise.	E	A, I
Ability to work effectively without close supervision and to use supervision and management advise and support appropriately.	E	A, I
Ability to work effectively as part of team.	E	A, I
Ability to manage competing demands and priorities effectively.	E	A, I

Keep up to date with learning, training, research and personal development with all relevant information and changes to services.	E	A, I
Demonstrate professional competence in social work practice by using current knowledge and working within agreed standards of best social work practice and carrying out duties in accordance with the Social Work England professional standards.	E	A, I
Other (including special requirements)		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. Display the LCC values and behaviours at all times and actively promote them in others	E	I
4. This is an essential car user post. You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances, consideration may be given to applicants who as a consequence of a disability are unable to drive.	E	I