

JOB DESCRIPTION

Job Title	Social Worker
Department	Family and Children Services
Section or Service	Locality Social Work Team
Grade	Grade F, plus £2500/pa market supplement paid to

DESIGNATION:

Responsible to:	Team Manager
Employees directly supervised (if applicable):	No
Family Tree	
Indicate by means of a diagram the position of job within the organisation or attach an organisation chart. Social Worker reports to Practice Manager/Team Manager who in turn reports to Head of Service, Director, Executive Director and Town Clerk	

JOB PURPOSE:

Main Purpose of the Job

To provide a social work service to children and their families within the service group

Main Duties and Responsibilities

- 1 Social Workers are expected to undertake responsibility for the following range of work:
- 2 Child protection.
- 3 Children being looked after by the Local Authority.
- 4 Children and the courts.
- 5 Work with children in need and their families.
- 6 All staff are expected to carry out their job in compliance with the Council's Constitution. This means being familiar with the policies and procedures relevant to the job and asking for information and advice if you are unsure of the correct course of action. The Council's Constitution is published on the Internet.

1. DESCRIPTION OF DUTIES:

List key personal duties in order of importance.

- a To manage a caseload determined by the Team Manager or Practice Manager
- b To undertake work alone and with others on complex child related cases.
- c To participate in a duty system, which might entail operating from another site.
- d To participate in regular supervision.
- e To participate in team meetings.

- f To keep case recordings accurate and up to date in a factual and informative style.
- g To ensure all financial transactions are fully written up and accounted for.
- h To work in accordance with the Council's Equal Opportunities statement.
- i To work in collaboration with staff in other statutory and voluntary agencies.
- j To contribute to the development of the work of the Department (e.g. participation in working parties).
- k To attend case conferences and represent the Department at formal meetings, courts, etc.
- l To keep abreast of childcare legislation and departmental policies and procedures.
- m To undertake other such relevant duties as required by the manager.

2. DIMENSIONS:

Not applicable.

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Social Worker
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications Essential: Social Work qualification and registered with Social Work England Up to date Disclosure and Barring Service check
C	Skills; Experience and Attitude ✓ To undertake this position, you must be able to meet the registration criteria set down by the Social Work England ✓ Experience of working with children and families. ✓ Must have experience and understanding of child protection and statutory childcare work. If newly-qualified you must have undertaken a relevant placement. ✓ Knowledge of child development e.g. Physical and emotional development. ✓ Knowledge of children's legislation. ✓ Understanding of the different patterns of family life. ✓ An understanding of the need to make effective plans for children. ✓ Ability to relate to children and their parents ✓ Ability to communicate both orally and in writing with service users, carers and other professionals. ✓ Ability to work under pressure and manage stress.

- ✓ Ability to organise and prioritise own workload.
- ✓ Ability to provide a service which is culturally sensitive and empowering for all service users.
- ✓ Ability to work as part of a team.
- ✓ Ability to exercise authority appropriately.

Our Values & Behaviours

D

PUTTING COMMUNITIES FIRST

- We put local people at the heart of decision making in everything we do.
- We seek to include and involve: all voices matter.
- We provide quality services that are responsive, effective and efficient.

The following examples are indicators of effective behaviour:

- I actively involve and include the communities that I serve in my work.
- I shall reflect the views of the communities in my daily work.
- I shall improve the service I provide through seeking feedback from others.

Our residents will feel that:

- I have been included
- I can see how my views have been taken into account
- I can see improvements and developments based on my input

E

RESPECT

- We listen to everyone and value the personal experiences of people in our communities and of each other.
- We adopt a fair, and involving approach regardless of any way in which an individual is different to us.

The following examples are indicators of effective behaviour:

- I adapt my approach to take account of all differences and cultures in the community and with colleagues.
- I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves.
- I communicate in a way that is respectful, encourages involvement and meets people's needs.

Our residents will feel that:

- I feel my culture and background are respected.
- I have confidence that action is being taken.
- I feel I am being treated fairly.

INTEGRITY

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F	• We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour: • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that: • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
G	WORKING TOGETHER • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. The following examples are indicators of effective behaviour: • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. Our residents will feel that: • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas.