



**Job Outline**

Directorate of Children, Families and Schools

Job Title	Social Worker	Post Number	
Responsible to	Social Work Team Manager	ERYC Grade	8-10

Overall Purpose: To assess the need for services and hold and manage a caseload of children and young people subject Child in Need Plans, Child Protection Plans, and Children Looked After.

Principal Accountabilities	
1	The main purpose of the job of a social worker is to assess the need for services and intervention of children, young people and their families allocated to their caseload.
2	The social worker will receive supervision to assist them to develop the intervention/support plan for each case allocated to them.
3	In the course of the work with children, young people and families the social worker will liaise with key child care, e.g. education, health, police. Information gathered will be considered in developing the work plan with the child/young person/family.
4	Social workers will undertake the range of statutory functions in relation to Children in Need, Safeguarding and Looked After Children. They will work within the legislative framework, policy and procedure.
5	Social Workers will keep accurate and up to date electronic client information records on the Integrated Children's System (CCM) ensuring data protection and client confidentiality is adhered to at all times.
6	Social Workers will prepare reports for child protection case conferences, the children and families courts and statutory reviews and for other purposes as necessary.
7	Social Workers will present information at child protection case conferences, core

	groups, reviews and evidence within the family courts. These are critical areas of work bound by legislation and regulation, and the public face of the council.
8	Working in an integrated way with a variety of partners, agencies and organisations both internally and externally
*	In your role you are required to speak English with sufficient fluency to effectively perform your duties, as required by Section 77-84 of the Immigration Act 2016
	The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.



## Employee Specification

**Post Title: Social Worker**

**ERYC Grade: 8-10**

### Essential Criteria

- DIPSW or equivalent. Education to degree level.
- Experience of working in multi-agency settings. Experience of complex statutory child care work in relevant settings.
- Knowledge of child care procedures.
- In-depth knowledge of child development, risk Assessments, safeguarding and attachment work. Knowledge of key national guidance and legislation – The Children and Families Act, The Care Act, Mental Capacity Act including Deprivation of Liberty Safeguards (DOLS) etc.
- Knowledge of the Government’s health and social care agenda.
- Knowledge of the SEND code of practice 0-25. Understanding of the Preparing for Adulthood
- Agenda. Understanding and experience of working within the Performance Framework.
- Skills in managing complex child care cases.
- Understands and follows ERYC policies.
- Listens to understand.
- Builds rapport, communicating sensitive information with tact and diplomacy.
- Communicates sensitive information with tact and diplomacy.
- Delivers information clearly.
- Present difficult and complex ideas and information/problems in a way that promotes understanding
- Demonstrates genuine concern.
- Is clear, thorough and accurate.
- Delivers Positive Results.
- Solves Problems.
- Able to work on own initiative.
- Acts with integrity and honesty
- Is a team player
- Is non-judgemental
- Creates a culture of collaboration.
- Builds networks and partnerships.
- Builds a shared understanding of the way forward.
- Has self-knowledge
- Is resilient



- Is organised – manages own time effectively
- Understands the need for change.
- Embraces changes and adopts a can do attitude.
- Uses technology effectively.
- Uses technology to manage information.

### Desirable Criteria

- Treats customers with respect and manages expectations.
- Gives the customer confidence in what they have done/said.
- Looks to improve efficiency/effectiveness of services to children, young people and families.
- Looks to focus on face to face service on complex issues and vulnerable customers.
- Manages customer contact.