Job Description

Date    June 2010
Post Title    Social Worker
Post No.
Grade
Section    Section
Service Area    Children and Family Services
Responsible To    Team Manager

Job Purpose

To provide a high quality service in relation to all aspects of the assessment and care management process which meet the needs of children and young people.

Key Results Areas

1.0    Service Provision

Duties of SCP 30 - 36

1.1    To perform all the functions of the post in a manner consistent with current legislation and with current Social Services policies, standards and procedures as endorsed by the Senior Management Team.

1.2    To take responsibility for all the functions of the post within the boundaries of delegated responsibility.

1.3    To manage a caseload and associated administrative tasks in an efficient and effective manner.

1.4    To act appropriately upon receiving referrals allocated by the team manager / senior social work practitioner.

1.5    To engage and empower service users, their carers and their support networks and actively to elicit service user and carer feedback in order to ensure person centred interventions.

1.6    To ensure that appropriate information is available for service users and carers

1.7    To carry out assessments as appropriate, including carer assessments, within timescales and to contribute to or coordinate the construction of outcome focused care plans which are informed by best practice, guidance and an understanding of the organisational context.

1.8    To attend court as and when required and to prepare and present any necessary reports.

1.9    To work in partnership with other professionals e.g. Health, in order to provide appropriate and effective services for service users and carers.

1.10    To provide written and verbal reports as required and to assist in assessing and monitoring the implementation of plans and outcomes for service users.
Additional duties beyond SCP 36

1.11 To manage a complex caseload and associated administrative tasks in an efficient and effective manner.

1.12 To assist the senior practitioner in the development of best practice and ensure shared understanding of child protection within the team.

1.13 To support the professional development of newly qualified social workers and undertake the workload management and practice assessment of social work students undertaking practice learning opportunities in the team.

1.14 To participate in the planning and commissioning of service delivery as required and monitor and review service delivery.

1.15 To promote the involvement of service users and carers in both care planning and service development.

1.16 To chair meetings as directed by the team manager.

1.17 To assist in ensuring that there is a good understanding of practice and procedures regarding child protection in the Team.

2.0 Administration

2.1 To have an understanding of and follow Social Services administrative procedures and processes.

2.2 To provide a quality standard of report and to maintain accurate case recording using the appropriate software as required.

3.0 Team Contribution

3.1 To attend team meetings and undertake any necessary and appropriate team duties and activities.

3.2 To contribute to departmental projects as directed.

3.3 To participate in and contribute to team development initiatives.

3.4 To support the professional development of newly qualified social workers and social work students as appropriate.

4.0 Personal Contribution

4.1 To be an effective role model for other members of staff.

4.2 Be committed to personal development and attend training as requested including any mandatory training identified for this post.

The above Key Result Areas outline the generic duties required within social work posts, however, within the Adoption, Fostering and Youth Offending Teams there will be an alteration of duties specific to the key responsibilities which are commensurate with the grade, required within these posts.

Qualifications and Experience

Registration with the CCW as a qualified social worker
Qualifications in the Care Council for Wales post qualifying qualification framework for social workers
Effective communication skills
See competency framework document for progression beyond SCP 36
Supervisory Responsibilities

To support the professional development of newly qualified social workers and social work students as appropriate

Supervision Received

To receive supervision from the Team Manager or Senior Practitioner in line with the Supervision Policy

Principal Contacts

Employees of Newport City Council
Service users and their families
Informal carers
External social care agencies

Special Conditions

Criminal Records Bureau Disclosures
This post will result in you having contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children’s Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Criminal Records Bureau Disclosure. Further information about Criminal Records Bureau Disclosures and the Council’s approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
# Job Requirement

**Date**  
June 2010

**Post Title**  
Social Worker

**Service Area**  
Children and Family Services

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Essential or Desirable</th>
<th>How Tested (S) used at Shortlisting</th>
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### Education/Qualifications/Knowledge

1. **1.1** Qualified Social Worker (CSS; CQSW; Diploma in SW; SWD or equivalent)  
   - **Essential or Desirable**: E  
   - **How Tested**: Application Form (S)/Interview

2. **1.2** Awareness of current relevant legislation  
   - **Essential or Desirable**: E  
   - **How Tested**: Interview/Presentation

3. **1.3** An understanding of engaging with children and young people  
   - **Essential or Desirable**: D  
   - **How Tested**: Interview

4. **1.4** Progression beyond SCP 36 will be determined by an assessment of practice and evidence of continuous professional development  
   - **Essential or Desirable**: E  
   - **How Tested**: Portfolio of Evidence and Interview

### Experience

1. **2.1** Effective communication skills, both verbal and written, with colleagues, outside agencies and clients  
   - **Essential or Desirable**: E  
   - **How Tested**: Application Form (S)/Interview

2. **2.2** Experience of working within relevant legislation  
   - **Essential or Desirable**: E  
   - **How Tested**: Application Form (S)/Interview

3. **2.3** Managing with competing demands of a caseload  
   - **Essential or Desirable**: E  
   - **How Tested**: Interview

4. **2.4** Understanding of departmental policy and regulations in relation to protection of children and young people  
   - **Essential or Desirable**: E  
   - **How Tested**: Interview

5. **2.5** Ability to analyse information quickly within a coherent framework  
   - **Essential or Desirable**: E  
   - **How Tested**: Application Form/Interview

6. **2.6** Experience of using Windows / Microsoft Office packages.  
   - **Essential or Desirable**: E  
   - **How Tested**: Interview

### Aptitudes and Skills

1. **3.1** Commitment to own personal and professional development  
   - **Essential or Desirable**: E  
   - **How Tested**: Interview

2. **3.2** Principles of confidentiality  
   - **Essential or Desirable**: E  
   - **How Tested**: Interview
**Personal Attributes**

4.1 To show commitment and enthusiasm towards achieving positive outcomes for service users and carers.

4.2 To be committed to personal and professional development on one’s own and colleagues’ behalf.

4.3 To be committed to anti-discriminatory practice.

**Circumstances**

5.1 Be registered with the Care Council for Wales

5.2 Hold a current and full driving licence

5.3 Welsh Speaking

**Equal Opportunities**

6.1 Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council