



# **Social Worker Children & Families**

## **JOB PROFILE**

**Incorporates**

<b>Section 1</b>	<b>Post Descriptor</b>
<b>Section 2</b>	<b>Person Specification</b>

## SECTION 1: POST DESCRIPTOR

### 1. JOB DETAILS

**Job Title:** Social Worker

**Department:** HSCP

**Section:** Children & Families

**Reports to:** Senior Social Worker

**Grade:** 8

**Position Number:** SW1461

**Gauge Reference:**

### 2. JOB PURPOSE

- To ensure the provision of a range of individual, family and groupwork services designed to meet the needs of children (up to 12 years), and their families particularly in the promotion of positive parenting, protection of children and social inclusion.

### 3. DIMENSIONS and SCOPE OF JOB

**(including budgetary and staffing responsibilities)**

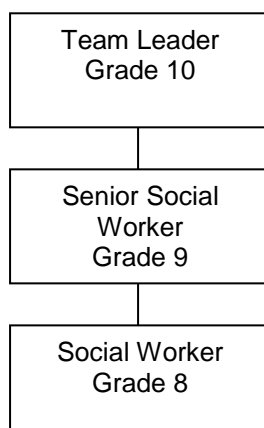
**Budget:** The post holder will operate to all Council Financial Procedures.

**Staffing Direct:** The postholder will, if appropriately qualified, supervise a range of students in placement with the Local Authority adhering to Policies & Procedures agreed with the West of Scotland Consortium.

**Staffing Indirect:** If not appropriately qualified as a Practice Teacher, the postholder will offer indirect supervision and support to students on placement with the Local Authority and contribute to creating a good learning environment.

### 4. ORGANISATIONAL CHART

**(shows levels directly above and below this post and includes grades of posts)**



## **5. ROLE OF DEPARTMENT/SECTION**

Children & Families sit within the Health and Social Care Partnership Children & Families Social Work Service, meeting the needs of all children and young people at risk of harm, or who are vulnerable within their home, school or in the community.

## **6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES**

- Assess the needs of children, young people and their families / carers.
- Develop a range of responses including individual, parenting and group work to address needs identified.
- Develop care plans which outline in detail the activities to be undertaken to work with the child, young person and their family.
- Provide reports in line with the requirements of the care plan ranging from single agency assessment reports, child protection risk assessments and reports for statutory bodies, i.e. the Children's Hearing and Court systems.
- Provide appropriate advice and guidance to children, young people, families and groups within the community in order to address issues of concern e.g. risk to children, anti-social behaviour in school or community, offending behaviour and/or welfare concerns. To promote addiction awareness and structure appropriate intervention as required.
- Work in partnership with staff in other agencies in order to improve services available to children, young people and their families and improve outcomes.
- Participate in, and support children, young people and their families to participate in consultation to ensure services developed reflect the needs of the individuals and community.
- Accountable for services provided ensuring appropriate reviewing procedures and care planning is evident.
- Achieve National standards as set by the Scottish Government.

## **7. PROBLEM SOLVING**

- The postholder will use professional skills and expertise to assist others particularly children, young people and their parents/carers to develop their own problem solving skills.
- The postholder will apply existing policies and procedures e.g. Child Protection, Sexual Exploitation and other relevant procedures in their day to day work.
- The postholder will also use analytical techniques such as lateral thinking when dealing with particularly challenging, volatile and disengaged children and their families e.g. risk taking behaviour can lead to sets of circumstances where applying rules and procedures can serve to escalate the risk taking.
- The postholder will be required to develop innovative solutions.
- The post holder will be required to be part of and, work in conjunction with multi-disciplinary services.

## **8. PLANNING**

- The post holder will be expected to carry out the role and expectations of lead professional with associated responsibilities i.e. assessing, intervening and providing services in response to identified need.
- Research and preparation for involvement in multi-agency meetings. Timeous submission of all care plans, group planning and preparation for individual supervision are integral expectations.

## **9. ASSIGNMENT AND REVIEW OF WORK**

- All work will be assigned by a Senior Social Worker, Children & Families / Youth Services. Work will be assigned via Carefirst System and, on occasion, via written referrals from other organisations.
- Child protection and Vulnerable Young Persons responsibilities, and the completion of child protection / vulnerable young person's processes and subsequent outcome planning will be overseen and reviewed within the specific guidance associated with this work.
- The post holder will be responsible for ensuring timeous reviewing of work in line with statutory and agency expectations and ensuring that client need is addressed on a continuous basis.
- The post holder will be responsible for attending all Looked After and Accommodated, Child Protection, internal and external reviewing of cases.

## **10. COMMUNICATIONS AND WORKING RELATIONSHIPS**

### **Internal communications and working relationships:**

- The post holder will be responsible for ensuring that all working in relation to client's or groups is recorded on the Departments client information system (Carefirst).
- The post holder will be responsible for ensuring timeous responses to all communications via email or otherwise in line with Council policy.
- The post holder will be required to ensure availability for all internal departmental meetings and training as directed by their immediate line manager.

### **External communications and working relationships:**

- The postholder will demonstrate commitment to investing in multi agency relationships to positively impact on the outcomes for children and young people.
- The post holder will have a responsibility to ensure effective communication strands are utilised and maintained to ensure that work with external bodies and voluntary organisations is effective and transparent to audit scrutiny on all occasions.

## 11. DECISION MAKING

- The post holder will be responsible for ensuring that day-to-day casework and group work involvement is managed in line with departmental expectations.
- The post holder will be responsible for ensuring that decisions are made in line with departmental policy ensuring that the needs of children, young people and their families are met.
- The post holder will be responsible for ensuring that decisions within care plans are implemented timeously.
- The postholder will ensure regular monitoring and reviewing of outcome focussed care plans, and will share these as appropriate

## 12. MOST CHALLENGING PART OF THE JOB

- The post holder will develop and implement services to children and young people whose needs are constantly changing, and for whom expectations both within community and educational settings can fluctuate and present challenges.
- The post holder will develop, monitor and review outcome measures to ensure services delivered target children and young people appropriately, are delivered effectively and improve the life outcomes for children, young people and their families.
- The postholder will be required to respond to a diverse range of issues and situations, and will require a flexible approach in order to contribute to a responsive children and families / youth service.
- The postholder will be able to cope with a level of challenging behaviour which potentially could present level of personal risk whilst being able to maintain a positive working relationship.

## 13. GENERAL

**Disclosure/PVG membership:** This post requires a PVG – Children and Adults

**Politically Restricted Post:** Not politically restricted.

Must be registered with SSSC

The duties and responsibilities contained within this Post Descriptor are neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character and nature of the post.

The Post Descriptor may be subject to revision, depending on the future needs of the post and the organisation, following appropriate consultation.

## 14. WDC TRAINING

West Dunbartonshire Council – Operates [Skills Passports](#) for all employees, which details the training available and timescales for undertaking courses. Skills passports are available via the Council's Intranet [Organisational Development & Change](#)

- Skills Passport A – New Entrant Employee Passport

Includes WDC Induction; Equality & Diversity; Data Protection (GDPR) & Security Awareness and relevant i-learn modules;

Policy Reading: Code Of Conduct; ICT Information Security Policy and Acceptable Use Policy

- Skills Passport B – WDC Employee Passport

Includes relevant i-learn modules

## 15. ROLE SPECIFIC TRAINING

Assessment and Intervention in Child Protection (5 day course)

Joint Investigative Interview Training (JII)

**Post Descriptor Prepared by:** Manager – Fieldwork Services **Date:** May 2022

## SECTION 2: PERSON SPECIFICATION

Essential	Desirable
<b>Qualifications/Professional Membership</b>	
Degree in Social Work, CQSW or recognised equivalent qualification.	
Must be registered with SSSC.	
<b>Training</b>	
Child Protection Vulnerable Young Persons Child Sexual Exploitation	It would be desirable if the postholder had experience of STRADA training and evidence of continuous professional development.
<b>Experience</b>	
Knowledge and experience of Child Protection / Vulnerable Young Persons work and associated procedures and guidance.	
Working as part of a team.	
Sound knowledge of risk assessment and use of assessment tools.	
Working with children and young people on an individual basis	
Experience of working in multi-agency forums.	
<b>Knowledge and Skill</b>	
Committed to own professional development.	
Ability to work as part of a team.	
Knowledge and experience in formulating and managing individual care plans designed to meet the needs of children, young people and their families.	
Commitment to supporting children, young people and their families within their own communities and evaluating the outcomes.	
Identify and manage risk in your work with children, young people and families, ensure that children access what they need when they need it in line with the GIRFEC principles and consistent with the principle of minimum intervention (Children Scotland Act 1995).	
To participate fully in professional supervision.	
To contribute and participate in multi-agency forums where appropriate.	
To manage and prioritise your workload.	
To have knowledge of risk factors that effect children, young people and their families i.e. addiction, mental health and domestic abuse.	

Good knowledge of developmental theory in relation to children and young people .	
To write a range of reports including statutory reports to SCRA.	
To attend Children's Hearings when necessary.	
To make use of all training opportunities available.	
To be involved in the learning of others (students).	
Knowledge of Fostering & Adoption Standards.	
Knowledge of issues that impact on children.	
Work with children, young people and their families to reduce risk and promote/prioritise using GIRFEC the principles.	
To advocate on behalf of families and challenge social injustice, discrimination and disadvantage.	
Work in accordance with supervision, case recording policy and the work of the department in accordance with all policy and procedures.	
<b>Disposition</b>	
Works with integrity.	
Ability to maintain effective working relationships.	
Ability to exercise and demonstrate sound judgement when making decisions and recognition when to seek advice from others.	