

**DIRECTORATE FOR CHILDREN AND YOUNG PEOPLE
ISLE OF WIGHT COUNCIL**

JOB DESCRIPTION

SOCIAL WORKER

Job Title: Social Worker –Assessment & Intervention Team
Responsible to: Team Manager/Deputy Team Manager
Grade: Social Worker Level 1-3

Job Summary

Being a member of a Team which contributes to the delivery of specific range of services / processes in the Children's Services Service Plan, in line with the Council's vision and the Directorate's strategic themes. By ensuring quality is continuously improved in line with Government requirements and Local & National Performance Indicators through:

- ensuring the delivery of services / processes to individual children & families are to the quality standards required within the costs agreed by management;
- practice standards are to the policies and strategies required to progress services in line with the relevant legislation, value for money and improved outcomes for children;
- liaising with appropriate partner agencies who have key roles to play in the delivery of children's services to meet individual children's and families needs.

Striving for improved star ratings through contributing to:

- ★ **Flexibility** between services both internal & external focused on meeting children's needs;
- ★ Commitment to **Performance Management**;
- ★ and a strong **Multi-Agency** approach.

Major Responsibilities

1. To manage and record activities within an allocated caseload, supervised by your line manager in accordance with quality standards and performance indicators to achieve Children's Services aims and objectives as expressed in the Team's Service / Business Plan:
2. To manage on time and within budget the delivery of specific services / processes to children and their families.
3. Plan, monitor, progress, co-ordinate and record the necessary actions in relation to specific cases delivering services to the required targets, including ensuring timely data input to management information systems

4. To organise and prepare documentation required to achieve progress including: -
 - Referral information and initial assessment, if required
 - Core or other Assessments
 - Case Plans;
 - Reports for Court, Conferences, Reviews and Panels as required
 - Evaluation and closing summaries on cases/providers
 - For supervision and Personal Performance Reviews
 - Other

In accordance with Policies, Procedures and Government Guidance and as agreed with the Line Manager)

5. To prepare for and receive regular supervision in line with your Personal Performance Review, and that PPR's are reviewed to agreed timescales.
6. To work with and contribute to a Team and corporate approach across Children's Services
7. To ensure that your training needs are assessed in line with evidence based best practice results and any current or new legislative requirements associated with your client group or activities.
8. To take responsibility for maintaining an understanding of current research relevant to the client group/caseload, and incorporating findings in their practice.
9. To be pro-active in enabling effective multi-agency/multi-professional collaboration with professional colleagues engaged in other related services, or related programmes within the Island community in relation to a child's/family's specific needs.
10. To ensure value for money and relevance in the services / processes delivered through feedback by service users and where relevant to demonstrate commitment to community capacity building.
11. To report to the Line Manager on cases within your remit or on areas of lead responsibility / project work.
12. To use your skills to engage with children and families to ensure that appropriate support & change processes are attempted. Individual children / families are empowered to succeed to manage and enhance their own and their children's life chances and safety.
13. To be responsible for managing your performance and celebrate success and/or initiate corrective action, where necessary, using the Council's policies.

14. In cases where you are appointed key worker to liaise with and co-ordinate action with other agencies in the delivery agreed of services or other related projects for children and families on your caseload.
15. To report risk in relation to child safety and take corrective action where required, as directed by your manager
16. To be responsible for policy implementation, administration, monitoring, budgetary control and liaison with relevant Council personnel within your caseload remit
17. Responsibility for safeguarding and promoting the welfare of children and young people.

Performance Management

The Social Worker's performance will be assessed against: -

- the quality of the services/processes delivered to targets via Performance Indicators;
- the timeliness of delivery of services;
- the effectiveness of services in relation to outcomes for children, reflecting evidence based practice / best practice research
- feedback from service users / providers;
- the take up of training opportunities and their translation into practice

Specific Responsibilities

TM – Referral & Assessment Service
Specific responsibility for case management processes in the Assessment & Intervention Team
Responsibilities associated with specific cases

Generic Data Quality Statement

All employees are required to comply with the Council's Data Quality Policy and Strategy. You are responsible for ensuring that any information or data you collect or input complies with the standards set out in these documents.

Managers are responsible for ensuring that data sets provided to others comply with the required standards.

The Data Quality Policy and Strategy is available on the Intranet. Each Directorate has one or more Data Quality Champions who can explain the requirements to you.