

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

**JOB DESCRIPTION**

**SOCIAL WORKER**

**Job Title:** Social Worker – Children’s Disability Team  
**Post Number:** QSW  
**Date:** Reviewed January 2007  
**Line Managed by:** Team Manager / Deputy Team Manager  
**Grade:** Social Worker Level 1-3

**Job Summary - General**

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.
- Responsibility for safeguarding and promoting the welfare of children and young people.

**Major Responsibilities - General**

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;
  - Individual or “personal” plans relating to health or education
  - 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 Team Manager (line manager)

5. To prepare for and receive regular supervision in line with your Personal Performance Review, and that Personal Performance Reviews are undertaken and 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 liaise 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.
9. 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.
10. To report to the Team Manager on cases within your remit or on project work.
11. 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.
12. To be responsible for managing your performance and celebrate success and/or initiate corrective action, where necessary, using the Council's policies.
13. 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.
14. To report risk in relation to child safety and take corrective action where required, as directed by your manager
15. To be responsible for policy implementation, administration, monitoring, budgetary control and liaison with relevant Council personnel within your caseload remit

### **Performance Management**

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

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

### **Specific Requirements relating to the Children's Disability Team**

**Working as part of a team that:**

- ▶ Process referrals and undertakes Initial Assessments on new cases, according to eligibility criteria Tier one to four, together with the Children's Disability Team's specific criteria:

- ▶ Eligibility Criteria Tier One *Sustaining, Enabling & Inclusion* - sign posting to appropriate universal services statutory / voluntary.
- ▶ Children with disabilities are Children in Need. Work following the initial assessment, with those who do not require a core assessment but are judged in need of support Tier 2 services to *Enhance their Life Chances and Realise their Potential*, up to closure.
- ▶ Works in a multi-agency setting in Oak House, where assessment, treatment and support services are where possible part of an integrated plan. Co-ordinating respite services and direct payments as assessed to be required.
- ▶ Sec 47's Tier 3/4 Child Protection enquiries, *Enhancing Life Chances Diversion & Safety –Security* core assessment & all work beyond, Child Protection Conferences and Reviews in line with the child protection plan.
- ▶ Children and young people where a decision has been made regarding permanency through long term foster care or adoption. Ensuring that life story work has been undertaken; stability of placement; their education, health and social needs are addressed so that they are empowered to maximise their life chances. Tier 4 *Safety & Protection*
- ▶ Cases involving care proceedings and where the strong likelihood is permanence through Long Term Foster Care / Adoption. Tier 4 *Safety & Protection*
- ▶ Children and young people who have been placed in a long-term agency / residential placement off the Island.
- ▶ Strong links with Health & Education & links to the Fostering Service for foster care & the Adoption Service re adoption and post adoption support. Links with established project work.

### **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.