

ISLE OF WIGHT COUNCIL

JOB DESCRIPTION

JOB TITLE: SOCIAL WORKER

GRADE: Social Worker Level 1-3

POST NUMBER: QSW

DATE: December 2004 (reviewed May 2007)

RESPONSIBLE TO: TEAM MANAGER 0-16 LOOKED AFTER CHILDREN TEAM

JOB PURPOSE: All Social Workers are responsible for:
Discharging the Local Authority's responsibilities necessary to meet the needs of target populations/service user groups taking account of quality, budget and statutory requirements and by ensuring high standard of practice at all levels.
Contributing to integrated services aimed at improving outcomes for children & young people.

SPECIFIC AREA: Each Social Worker takes this responsibility for a key operational area.

SPECIFIC AREAS OF RESPONSIBILITY

0-16 Looked After Children Services

KEY OPERATING AREA

1. Operational services for Looked After children and young people maintaining them, and safeguarding them within their placements and communities.
2. Improving outcomes for children.
3. Improve and develop better multi-agency working.

GENERAL RESPONSIBILITIES

1. With appropriate supervision assess for and provide services to children, young people and families who are Looked After within the framework of appropriate legislation, regulation, Directorate procedures and child care policy/guidance.

2. Ensuring services are efficiently and effectively provided, liaising as necessary with other branches/division of the Directorate, the Council, NHS/PC Trusts, schools, carers, voluntary and independent sector providers.
3. The maintenance of high standards of professional practice in own workload, and to promote and enhance such practice within the Team and in Looked After Childrens Services, in line with the Directorate's vision, values procedures and managerial guidance.
4. To help in the pursuit of excellence within the public sector and, in particular, the Council.

ACTIVITIES

1. To manage a caseload of Looked After children cases
 - 1.1 Making comprehensive assessments through, common, initial, core, foster care or adoption assessment procedures, in partnership with the child, young person, carer, other family members and professional as appropriate
 - 1.2 Assessing, planning, implementing, reviewing and closing pieces of social work practice/intervention
 - 1.3 Facilitating the provision and co-ordination of appropriate services
 - 1.4 Maintaining personal recorded contact with the child/young person at a rate no less than that required by Directorate Policy / Procedures
 - 1.5 Making referrals to appropriate Adult and Community services in respect of Mental Health, or Learning Disability where adult associated with the child or young person have particular complex or problematic needs and maintaining liaison with these services for effective management, or where a service user has transition needs.
 - 1.6 Providing timely reports as required i.e. to Child Protection Conferences, Children in Need / Children Looked After Reviews, Fostering or Adoption Panels Courts or other fora.
 - 1.7 Ensuring that the standards set against the five outcomes contained within the Change for Children Matrix are addressed in particular those relating to Looked After Children and Disabled Children
 - 1.8 That all work undertaken with children, young people and their families is timely and evidenced
 - 1.9 To act as a Duty Worker for the Team as required by the Team Manager.
 - 1.10 To undertake appropriate training to maintain an up to date knowledge of Directorate procedures, legislation, regulations and developments in professional practice
 - 1.11 To represent the Team on working parties and other bodies as required.
 - 1.12 To ensure that appropriate forums are used for soliciting views from users, parents & carers to inform service delivery and development
 - 1.13 Ensure high quality services which are fit for purpose, affordable and sustainable
 - 1.14 To contribute to the planning and development of multi-agency integrated service provision
 - 1.15 Working within the Isle of Wight's Local Safeguarding Board's Child Protection Procedures, and single agency guidelines.

- 1.16 Where appropriate taking key worker responsibilities for children on the Child Protection Register, or whatever system replaces the Register.
- 1.17 Making use of the legal framework including both criminal and civil law in order to protect children, including giving evidence in Court.

BUDGET AND RESOURCE MANAGEMENT

2. To make recommendations to the Team Manager or Deputy Team Manager (or other budget holder as appropriate) regarding financial expenditure relating to childcare plans and to undertake delegated financial responsibilities as laid down in policy.
 - 2.1 To make recommendation to the Team Manager regarding the use of budgets to support practice development.
 - 2.2 To assist in identifying income generation opportunities.

OTHER

3. To be supervised by the relevant Team Manager/Deputy Team Manager and to identify personal developmental training needs via the PDR process.
 - 3.1 To promote and facilitate partnership working with other statutory bodies, voluntary and independent sector organisations
 - 3.2 To ensure that systems and practice value diversity
 - 3.3 Within the duties of the post, to promote the health and safety of staff and service users
 - 3.4 To comply with the Data Protection and Freedom of Information Act
 - 3.5 To contribute to the collection of statistical data
 - 3.6 To undertake other duties as required commensurate with the grading in order to meet the changing needs of the service.
 - 3.7 Responsibility for safeguarding and promoting the welfare of children and young people.

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.