

# Job Description and Specification



Working for a *brighter future* together

<b>Job Title:</b>	Social Worker PQ Childcare
<b>Reference:</b>	JAJB4097
<b>Service:</b>	Children & Families (People)
<b>Grade:</b>	Grade 10
<b>Reports to:</b>	Team Manager
<b>Location:</b>	Cheshire East

## Your job

Within the framework of legislation, agreed Authority policies and procedures, through assessment and care management, to work with or on behalf of individuals and families to meet their social care needs in order to optimise their wellbeing, maximise their independence/potential and so improve the quality of their life and, where required, intervene to protect them from risk of significant harm.

## In this job you will

1. Assess the need for social work service including the identification of risk and the need for protection and determine the method of intervention.
2. Decide or advise on the use of appropriate Children's Social Care Services and/or other resources
3. Liaise and negotiate with other professionals, statutory and voluntary agencies to ensure that the best possible service is provided for children and their families.
4. Manage an allocated workload within individual and group priorities and Authority policies
5. Comply with the statutory obligations of the Service.
6. Maintain appropriate records of work undertaken and carry out required administrative procedures.
7. Prepare for and attend supervision sessions and staff meetings and make use of all available training and developmental opportunities.
8. Contribute to the evaluation and development of services and new ideas by sharing knowledge about theory, skills and practice with other Children's Social Care staff, professional groups and interested bodies.

OFFICIAL

**9.** Supervise, assess and contribute to the development of students and other staff.

The job holder may be required at any time to undertake any work up to and/or at a level consistent with existing responsibilities. These tasks may be at any location in Cheshire East, to ensure the effective deployment of labour, materials, transport and equipment to meet daily service requirements.

## In this job you will need

You must be able to demonstrate the following essential requirements:

<b>CRITERIA</b>	<b>DESIRABLE</b>	<b>ESSENTIAL</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications</b>		CQSW/DipSW or equivalent  PQ Child Care Award/BAAF Award of equivalent  Social Work England	Application Form Certificates Interview
<b>Experience</b>	Working in a statutory agency  Working in a multi-disciplinary area  Competency based assessments  Planning and delivery of training  Supervision of staff	Working experience in the field of child care, particularly with looked after children  Experience of supervising Foster Carers  Experience of mentoring  Work with Looked After Children  Planning and delivery of support or supporting carers  Knowledge of information systems	Application Form References Interview
<b>Technical, Specialist or Job Related Knowledge</b>	Understanding of the Council's structure, services, policies, processes and procedures  Knowledge of and experience in the issues of assessment and care planning for children in need  Knowledge of and experience in the issues of assessment foster carers	Legal framework – themes and concepts of the Childrens Acts, Fostering Service Regulations and National Minimum Standards for Foster Care  Knowledge of Care Planning processes  Valuing Diversity  Understanding of data protection, freedom of information and confidentiality requirements	Application Form References Interview

<p><b>Theories, Techniques, Concepts</b></p>			<p>Application Form References Interview</p>
<p><b>Procedures, Policies, Legislation, Organisational Structures</b></p>			<p>Application Form References Interview</p>
<p><b>Skills and Aptitudes</b>  <i>(e.g. Operation of Equipment and Machinery, Languages, inc. Foreign and Sign Language)</i></p>	<p>Presentation skills</p> <p>A clear aptitude for new technology and IT systems</p> <p>Positive personal stress management</p> <p>Commitment to working within a team</p>	<p>Good communication skills, written and verbal</p> <p>Ability to cope positively in a time of major change in social work</p> <p>Ability to manage time and work effectively with service users</p> <p>Able to take initiative and plan and manage casework and work autonomously</p> <p>Proven ability to evidence outcomes and the impact of interventions on the child's journey</p> <p>Demonstrate the necessary skills to ensure that young people are listened to and their views and lived experience is recorded and influences their assessments and plans</p> <p>Proven success in working effectively with partner</p>	<p>Application Form References Interview</p>

		agencies and colleagues from other disciplines	
<b>Other Requirements</b>		<p>Delivery of excellent customer service</p> <p>Self motivation</p> <p>Enthusiasm</p> <p>Ability to work irregular and unsocial hours as required</p> <p>The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post</p> <p>Willingness and ability to travel throughout the borough</p>	

## Our culture

For us, it is not just about our achievements as an organisation, but about how we do it. At Cheshire East Council we are working for a brighter future together –

- **We have a shared purpose**
- **We are supported and well led**
- **We are treated fairly and highly valued**
- **We succeed together**

This is all underpinned in our employee deal and everyone is expected to uphold their commitments by living by our values and demonstrating our behaviours.

## Our values

**Flexibility:** adaptable, open to learning and resilient

**Innovation:** creative, challenges convention and always looks to improve

**Responsibility:** delivers on promises, efficient and has integrity

**Service:** listens, delivers quality, is reliable and enables others

**Teamwork:** respectful, inclusive and contributes at all levels

# Our COMMITMENT

### Shared purpose

- Provide a safe and positive working environment
- Setting clear performance objectives with realistic timescales for delivery
- Having fair and efficient policies and procedures in place and applying them consistently
- Listen, respond and act appropriately when you tell us about something that is inappropriate or wrong

### Well led

- Provide honest, respectful and responsible leadership
- Be fair, consistent and timely in our decision making
- Work with you, enabling you to do your best work every day with the right resources, tools and technology

### Valued people

- Have regular, useful team meetings, keep you informed and provide an opportunity for everyone to share their views
- Treat you as individuals, be respectful, flexible and supportive
- Care for your health and well-being
- Provide you with regular, meaningful and constructive feedback on your performance through one-to-ones and performance review meetings

### Succeeding together

- Offer you opportunities for learning and developing
- Recognise and value your hard work and contribution
- Work together as one team and one council to deliver the best service for our customers and communities

# Your COMMITMENT

### Shared purpose

- Bring a positive and can do attitude into work
- Be proactive and always responsive to our customers and communities
- Work responsibly and ask for help if you need it
- Tell us if you see or experience anything that is inappropriate or wrong

### Well led

- Be honest and reliable
- Get involved, keep informed, make suggestions and share your ideas
- Embrace technology and new ways of working

### Valued people

- Participate fully and make helpful contributions to team meetings
- Be respectful of others and work flexibly and collaboratively with colleagues and partners
- Care for your health and well-being enabling you to maximise your attendance at work
- Value helpful constructive feedback and act upon it

### Succeeding together

- Take the opportunity to learn and develop
- Be supportive and appreciate others
- Work together as one team and one council to deliver the best service for our customers and communities





# Working for a brighter future together

