

Job Description and Specification

Job Title:	Social Worker (non-progressed)
Reference:	JAJB4098
Service:	Children & Families
Grade:	8
Reports to:	Senior /Service Practice Manager
Location:	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 well-being, 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 Social 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. Comply with commitment to progress professional development from the point of qualification.

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:

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications		<p>Social Work England recognised social work qualification (e.g. Degree in Social Work or equivalent)</p> <p>Social Work England, or eligible for Social Work registration and committed to obtaining before starting role</p> <p>Commitment to continued professional development</p>	<p>Application Form</p> <p>Certificates</p> <p>Interview</p>
Experience	<p>Extended experience in a statutory Children in Need/Child Protection or Looked After Children setting</p>	<p>Experience working in a statutory Children in Need/Child Protection, or Looked After Children, or equivalent setting</p> <p>Experience of working within a multi-disciplinary context providing social work support to service users</p>	<p>Application Form</p> <p>References</p> <p>Interview</p>
Technical, Specialist or Job Related Knowledge	<p>Understanding of the Council's structure, services, policies, processes and procedures</p> <p>Good understanding of multi-agency working relevant to role, e.g. in the context of Childrens Safeguarding and Permanency Planning</p>	<p>Understanding of data protection, freedom of information and confidentiality requirements</p> <p>Understanding of the legislation, policy and guidance relating to social work, particularly in relation to children and families</p>	<p>Application Form</p> <p>References</p> <p>Interview</p>

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	Understanding of the roles, structures and decision making processes of partner organisations	<p>Knowledge of underlying social work theories and concepts – including theories and models of intervention and their application in practice</p> <p>Knowledge of up to date research relevant to role and how it can be effectively used in practice</p>	
Theories, Techniques, Concepts	N/A		Application Form References Interview
Procedures, Policies, Legislation, Organisational Structures	N/A		Application Form References Interview
<p>Skills and Aptitudes</p> <p><i>(e.g. Operation of Equipment and Machinery, Languages, inc. Foreign and Sign Language)</i></p>	<p>Ability to identify opportunities for improvement</p> <p>Demonstrate risk assessment skills and the ability to make sound judgements</p>	<p>Verbal and written communication skills – able to convey complicated, sensitive and contentious information with a range of audiences in a clear and concise manner</p> <p>Interpersonal and caring skills – able to develop constructive working relationships with service users at times of crisis or significant change</p> <p>Able to demonstrate the necessary skills to ensure that young people are listened to and their views/life experience(s) are both accurately recorded</p>	Application Form References Interview

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		<p>and used to influence assessments and plans</p> <p>Analytical, planning and problem solving skills – to assess the needs of service user and devise appropriate care packages etc.</p> <p>Proven ability to work effectively as part of the team to achieve outcomes and objectives</p> <p>Proven ability to effectively manage own time</p> <p>Advisory, guiding, persuasive and negotiation skills – to liaise and negotiate with other professionals, statutory and voluntary agencies/ organisations to ensure the best possible support is provided to service users</p> <p>Proven mediation and conciliatory skills</p> <p>Tact, diplomacy and sensitivity</p> <p>Proven ability to work consistently within legislation and guidelines, ensuring procedural compliance at all times</p>	
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		<p>Interviewing and listening skills – to obtain relevant and, potentially, sensitive information in a structured way in often difficult circumstances</p> <p>Excellent organisational skills,</p> <p>Proven ability to be able to maintain accurate paper and electronic records of all work undertaken and decisions taken etc.</p> <p>Able to effectively and efficiently respond to changing and, potentially, competing demands (e.g responding to an unexpected notification of a care leaver requiring immediate assessment to meet a statutory responsibility etc.)</p> <p>Resilient – able to professionally and appropriately handle highly sensitive and very emotive information and situations relating to service users</p> <p>Resilient - able to professionally and appropriately handle challenging behaviour exhibited by service users and their carers/families, and manage conflict within families etc.</p>	
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		<p>Willingness and ability to attend court hearings to give evidence on behalf of the Authority</p> <p>Willingness and ability to undertake work in service users homes, some of which may be unhygienic etc. – risk assessments will be completed in all instances and PPE provided accordingly</p>	
<p>Other Requirements</p>	<p>Driving licence, with access to own vehicle with appropriate insurance(s) to cover business use</p>	<p>Delivery of excellent customer service</p> <p>Committed to developing own knowledge and skills and completion of the ASYE</p> <p>Committed to child focused practice, demonstrate the ability to effectively plan time to build relationships with children</p> <p>Committed to anti-discriminatory practice</p> <p>Commitment to safeguarding best practice, principles and procedures</p> <p>The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post</p>	

		Flexible approach to work Willingness and ability to travel throughout the borough	
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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

