

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Social Worker (Experienced)
<b>Grade</b>	7
<b>Service</b>	Children's Services
<b>Reports to</b>	Team Manager
<b>Location</b>	Coventry – Citywide
<b>Job Evaluation Code</b>	L3624D



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our Priorities:** Increasing the economic prosperity of the city and region, improving outcomes and tackling inequalities within our communities, and tackling the causes and consequences of climate change.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role / Output

To deliver experienced professional social work services to children, young people and families to meet legislative requirements and adhere to the Social Work England code of practice for social workers.

## Main Duties & Key Accountabilities

### Core Knowledge

- To be responsible for complex caseloads allocated by a Team Manager who will consider case assessment and who will provide supervision in line with organisational policies.
- A complex caseload Includes: planned intensive interventions of, parents, carers, children in need and children protection and looked after children and young people.
- Implement, monitor and review plans within multi-agency meetings relating to the assessed complex needs of children, young people and their families/courts in all cases.
- Develop effective working partnerships with those within their families, carers and significant others in the light of the child/young person.
- Liaise and work with other professionals and agencies to achieve improved outcomes for children young people, and their families.
- Maintain performance and develop practice and experience in line with personal targets as agreed with line manager through supervision.
- Work to the agreed quality standard for the service.
- To maintain personal and professional training and development to meet the challenging demands of the job.
- Compile reports to conferences, court and statutory/internal panels in accordance with statutory and local procedures and practice.
- Maintain up to date records of cases using management information systems in accordance with departmental policies and procedures.
- Participate in the regular collection, collation and supporting of appropriate performance management information which meets the needs of the service.
- To comply with Social Work England Professional Code of Practice for Social Workers.
- The post holder should work flexibly outside office hours where required to meet the needs of children, young people and their families.
- To report to the Team Manager
- Any other duties and responsibilities within the range of the salary grade.

**The above duties and responsibilities have been created with sight of the Professional Capability Framework – Experienced Social Worker.**

Link : <https://www.basw.co.uk/pcf/PCF04ExperiencedSocialWorkerLevelCapabilities.pdf>

## Key relationships

External	Internal
Health Education Police Probation Housing Other Local Authorities Charities including third sector agencies CAFCASS	All service areas in Childrens Services Human Resources LADO Adults Services

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder:

N/A

## Person specification

<b>Job Evaluation Code</b>	L3624D
<b>Knowledge</b>	
Knowledge of relevant children's legislation.	
Knowledge of Social Care provision.	
Understanding of the Children's Social Work Knowledge and Skills Statement	
Understanding of the range of service users' and carers' needs.	
Knowledge of statutory guidelines, assessment and intervention models and current thinking on good practice.	
Knowledge of good equal opportunity policy and practice in relation to children's social care recognising the complexity of identity and diversity in practice.,	
<b>Skills and Abilities</b>	
Use solution focused approaches in line with children services practice approach to promote best outcomes for children, young people and their families.	
Skilled in anticipating and responding appropriately to situations of conflict/dissension/challenge.	
Effective communication skills, i.e. face-to-face, using the telephone, and writing complex letters, reports and records. Working under pressure, meeting deadlines and dealing with interruptions.	
Skilled in planning and undertaking direct work with children, young people and their families.	
Self-organisation skills, including coping with duty and an allocated workload, prioritising tasks to achieve goals and meet deadlines, be self-motivate, work autonomously and seek advice when necessary.	
A commitment to working in an anti-discriminatory and non-judgmental manner.	
Able to follow specific procedures and work within guidelines, using support and supervision appropriately.	
Able to recognise when to use statutory or "professional" authority, and use it sensitively and responsibly, with clarity over the role of the agency.	
The ability to independently interpret and analyse varied and complex information or situations and to produce solutions in both written and verbal format.	
Ability to obtain regular and effective supervision from a professional supervisor/manager to ensure effective practice, reflection, continuing [professional development and career development	
The ability to act on behalf of the Council as an advocate in a formal setting.	

## Person specification

Ability to use a range of evidence-based practice to effect change with children, young people and families and carers.

Ability to incorporate research and theory into social work practice.



<b>Experience</b>
Social work with complex children and families including child protection, looked after children and court work.
Having completed recording/administrative procedures in line with experience.
Team membership and participation.
Working with a range of service user groups.
Of managing court processes
Demonstrable experience of assessment methods, care management and casework methods
Demonstrable experience of working effectively with service users and carers, colleagues and other agencies via negotiation, counselling, giving and receiving information
Social work with complex children and families including child protection, looked after children and court work.
Having completed recording/administrative procedures in line with experience.
<b>Qualifications</b>
Degree/MA in Social Work, Dip SW, CSS or CQSW, or a Social Work England validated equivalent from another country.
Registration with Social Work England.
To have successfully completed the Assessed Year of Employment or an equivalent post qualifying pathway
<b>Special Requirements</b>
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

<b>Date Created</b>	November 2022	<b>Date Reviewed</b>	August 2023
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