



Coventry City Council

Job Description

Vacancy Reference No:

Job Title: Social Worker (Experienced)

Job Number:

Directorate: People

Post Number: Various

Service: Children's Services

Grade: 7

Location: City Wide

Job Purpose:

To deliver experienced professional social work services to children, young people and families to meet legislative requirements and adhere to the Health & Care Professions Council code of practice for social workers.

Main Duties and Responsibilities:

1. To be responsible for complex caseloads allocated by a team manager which may include complex case assessment and supervision, including planned intensive interventions of looked after children, parents, carers, child protection and children in need.
2. 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.
3. Develop effective working partnerships with those within their families, carers and significant others in the light of the child/young person.
4. Liaise and work with other professionals and agencies to achieve optimal outcomes for children and young people, and that services are 'joined up' in approach.
5. Maintain performance and develop practice and experience in line with personal targets as agreed with line manager through supervision.
6. Work to the agreed quality standard for the service.
7. To maintain personal and professional training and development to meet the challenging demands of the job.

8. Compile reports to case conferences and court/statutory panels in accordance with statutory procedures and practice.
9. Maintain up to date records of cases using management information systems in accordance with departmental policies and procedures.
10. Participate in the regular collection, collation and supporting of appropriate performance management information which meets the needs of the service.
11. To comply with the Health & Care Professions Council's Code of Practice for social care workers
12. The post holder should work flexibly outside office hours including working evenings and weekends to meet the needs of families.

Any other duties and responsibilities within the range of the salary grade.

This job description applies to all Social Worker posts within Children's Services. The specific targets, tasks and priorities can be expected to vary between individual teams. Social Worker posts are generic which means that, after initial placement upon appointment, post holders may be required – after personal consultation – to work within Children's Services at any location/team type across the city.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

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

Responsible for:

Responsible to: Team Manger

Date Reviewed: March 2019

Updated:



Coventry City Council

Person Specification

Job Title:	Social Worker	Job Number:	
Directorate:	People	Post Number:	Various
Service:	Children's Services	Grade:	7
Location:	City Wide		

Area	Description
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Knowledge:	<ul style="list-style-type: none"> • Knowledge of relevant children's legislation.
	<ul style="list-style-type: none"> • Knowledge of Social Care provision.
	<ul style="list-style-type: none"> • Understanding of the range of service users' and carers' needs.
	<ul style="list-style-type: none"> • Knowledge of statutory guidelines and current thinking on good practice.
	<ul style="list-style-type: none"> • Knowledge of good equal opportunity policy and practice in relation to children's social care.
Skills and Abilities:	<ul style="list-style-type: none"> • Able to undertake assessment of the needs of service users and carers, designing, using reports from other agencies, if necessary, implementing and reviewing care plans accordingly, and ensuring these procedures fully involve social workers.
	<ul style="list-style-type: none"> • Skilled in anticipating and responding appropriately to situations of conflict.
	<ul style="list-style-type: none"> • Effective communication skills, ie. face-to-face, using the telephone, and writing complex letters, reports and records. Working under pressure, meeting deadlines and dealing with interruptions
	<ul style="list-style-type: none"> • 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.
	<ul style="list-style-type: none"> • A commitment to working in an anti-discriminatory and non-judgemental manner.
	<ul style="list-style-type: none"> • Able to follow specific procedures and work within guidelines, using support and supervision appropriately.
	<ul style="list-style-type: none"> • Able to recognise when to use statutory or "professional" authority, and use it sensitively and responsibly, with clarity over the role of the agency.
	<ul style="list-style-type: none"> • The ability to independently interpret and analyse varied and complex information or situations and to produce solutions in both written and verbal format.

	<ul style="list-style-type: none">• The ability to identify and respond to needs of clients which may be difficult to satisfy using enabling approaches whenever possible.
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	• The ability to act on behalf of the Council as an advocate in a formal setting.
	• Ability to use a range of evidence based interventions to effect change with families.
	• Ability to incorporate research into social work practice.
	• Basic ability to use appropriate information technology software packages.

Experience:	• 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.

Educational:	• Dip SW, CSS or CQSW, or a CCETSW validated equivalent from another country.
	• Registration with the Health & Care Professions Council
	• To have successfully completed the Early Professional Development qualification

Special Requirements:	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).
	Further training will be expected of the post holder and continue professional development to meet national and local requirements.

Date Reviewed:

Updated: March 2020