Job Description
and
Person Specification





Job Description

Job Title	Advanced Social Worker		
Grade	8		
Service	Childrens Services		
Reports to	Team Manager		
Location	Coventry		
Job Evaluation Code	L3627D	**Job Family**	



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 aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

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

The post holder will deliver professional social work services, monitor and supervise a caseload of the most complex cases in children's services. You will provide coaching, mentoring and support to Newly Qualified Social Workers (NQSWs) as well as experienced Social Workers. Providing guidance, support and professional wisdom in situations of high complexity.

Main Duties & Key Accountabilities

Core Knowledge

- Manage a complex caseload with a degree of autonomy in carrying out effective intervention delivery. This includes: Child in Need, Child Protection Looked after Children cases and working with families/carers
- Have a thorough working knowledge of relevant legislation, national standards, guidance, research, departmental policy and procedures, and institute legal processes where necessary.
- Maintain up to date records of cases using management information systems in accordance with departmental policies and procedures.
- Carry out complex assessments and social work support to departmentally determined professional standards. Including writing coherent, comprehensive, accurate and analytical records, court statements and reports.
- Provide support to NQSWs and experienced Social Workers and promote good practice in their caseload/work activity. Including: co-working, modelling, coaching and mentoring (where required).
- Develop and deliver action learning sets, or similar, to address priority service needs within children's services.
- Liaise, and to work jointly, with colleagues and staff from other agencies and liaise with other agencies on behalf of existing service users.
- Identify and assist areas of improvement for the service delivery to children, young people and their families and their carers.
- Provide expertise and professional excellence in a specialist field acting as a resource to the team and department to develop practice, engage in research and evaluation of practice.
- Undertake specific service improvement work in other parts of the service as and when required, bringing expertise and innovation to tackle areas of poor performance.
- To maintain personal and professional training and development to meet the challenging demands of the job.
- Maintain performance and develop practice and experience in line with personal targets as agreed with line manager through supervision.
- To comply and meet the requirements of the relevant Professional Capabilities Framework, and of registration with Social Work England in respect of practice standards, conduct and professional development for social workers.
- Make pro-active use of supervision to extend effective practice, reflection and career development and to meet the objectives of Professional Development Reviews and Appraisals.
- Any other duties and responsibilities within the range of the salary grade.

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

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Knowledge			
A thorough knowledge of current children's legislation.			
A thorough knowledge of Social Care provision.			
Understanding of the Children's Social Work Knowledge and Skills Statements and post qualifying standards affecting children's services			
Knowledge of assessment and intervention methods, case management and casework models.			
Understanding of equality issues, particularly within the context of delivering children's services.			
Skills and Abilities			
A proven track record of consistently high standards of practice and evidence of ability to take on the most difficult and complex cases.			
Use solution focused approaches to promote best outcomes for children, young people and their families in line with the Local Authority's practice framework and models.			
Ability to work collaboratively with service users and their families to assess their needs and plan and deliver services in accordance with the social work team's service area.			
Ability to undertake assessments in accordance with statutory/regulatory and operational standards, policy, and procedures for the service. Maintain and provide expertise in specialist assessment and intervention, acting as a resource to others within the organisation.			
Demonstrable ability of writing coherent, comprehensive, accurate and analytical records, court statements and reports.			
Ability to plan, implement and review a range of interventions for children, young people, and families in accordance with statutory/regulatory and operational standards, policy and procedures for the service, promoting use of evidence and theory to support practice in complex and changing circumstances.			
Maintain accurate, up to date records safely and confidentially in accordance with the Council's policies and procedures			
Work in partnership with children, young people and families, and, through building effective relationships, to elicit their needs and views and promote co-production in decision making. Communicate effectively in highly charged, complex or challenging circumstances.			
Ability to contribute to the evaluation and analysis of recording and the use of information systems to inform good practice and maintain a focus on positive outcomes for children, young people and their families.			
Ability to support Social Workers in partnership with their line manager.			
Ability to incorporate research into social work practice.			
Ability to use appropriate information technology software packages.			

Person specification

Experience

Post qualifying Social work experience 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.
Demonstrable experience of managing court processes.
Of relevant supervisory and management training.
Of working effectively with service users and carers, colleagues and other agencies via negotiation, counselling, giving and receiving information.
Of working independently to interpret and analyse varied and complex information or situations and to produce solutions in both written and verbal format.
Demonstrable experience of the use of a range of evidence-based interventions to effect change with families.
Of incorporating and using research and evidence informed approaches into social work practice.
Qualifications
Degree/MA in Social Work, Dip SW, or CQSW, or a Social Work England validated equivalent from another country.
Social Work England registered
To have completed or be willing to work towards relevant Post Qualification and Practice Education awards or relevant advanced training
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).

Date Created	October 2022	**Date Reviewed**	August 2023