



Coventry City Council

Job Description

Job Title:	Advanced Social Worker	Job Number:	L3627D
Service:	Children's Services	Grade:	8
Location:	City Wide		

Job Purpose:

- The post holder will 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 and Responsibilities:

- Manage a complex caseload with a degree of autonomy in carrying out effective intervention delivery. This will include: Child in Need, Child Protection and Looked after Children cases.
- 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 to address priority service needs within children's services.
- Liaise, and to work jointly, with colleagues and staff from other agencies, as appropriate, 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 Professional Capabilities Framework at the Advanced level, 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.
- You will report directly to the Team Manager.

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: Social Workers and other staff, as identified by the Team Manager

Responsible to: Team Manager

Date Reviewed:

Updated: June 2020



Coventry City Council

Person Specification

Job Title:	Advanced Social Worker	Job Number:	L3627D
Service:	Children's Services	Grade:	8
Location:	City Wide		

Area	Description
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Knowledge:	<ul style="list-style-type: none">• A thorough knowledge of current children's legislation and national knowledge and skills statements and standards affecting Children's Services.
	<ul style="list-style-type: none">• A thorough knowledge of Social Care provision.
	<ul style="list-style-type: none">• Understanding of the Children's Social Work Knowledge and Skills Statement
	<ul style="list-style-type: none">• Knowledge of assessment and intervention methods, case management and casework models.
	<ul style="list-style-type: none">• Understanding of equality issues, particularly within the context of delivering children's services.

Skills and Abilities:	<ul style="list-style-type: none">• A proven track record of consistently high standards of practice and evidence of ability to take on the most difficult and complex cases.
	<ul style="list-style-type: none">• Use solution focussed approaches to promote best outcomes for children, young people and their families
	<ul style="list-style-type: none">• 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.
	<ul style="list-style-type: none">• 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.
	<ul style="list-style-type: none">• Demonstrable ability of writing coherent, comprehensive, accurate and analytical records, court statements and reports.
	<ul style="list-style-type: none">• Ability to plan, implement and review a range of interventions for service users 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.
	<ul style="list-style-type: none">• Maintain accurate, up to date records safely and confidentially in accordance with the Council's policies and procedures.

	<ul style="list-style-type: none"> • Work in partnership with children, young people and families, and, through building effective relationships, to elicit their needs and views and promote participation in decision making. Communicate effectively in highly charged, complex or challenging circumstances.
	<ul style="list-style-type: none"> • 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 service users and their families.
	<ul style="list-style-type: none"> • Ability to support Social Workers in partnership with their line manager.
	<ul style="list-style-type: none"> • Ability to incorporate research into social work practice.
	<ul style="list-style-type: none"> • Ability to use appropriate information technology software packages.

Experience:	<ul style="list-style-type: none"> • Minimum 3 years post qualifying Social work experience with complex children and families including child protection, looked after children and court work.
	<ul style="list-style-type: none"> • Having completed recording/administrative procedures in line with experience.
	<ul style="list-style-type: none"> • Team membership and participation.
	<ul style="list-style-type: none"> • Demonstrable experience of managing court processes.
	<ul style="list-style-type: none"> • Of relevant supervisory and management training.
	<ul style="list-style-type: none"> • Of working effectively with service users and carers, colleagues and other agencies via negotiation, counselling, giving and receiving information.
	<ul style="list-style-type: none"> • Of working independently to 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"> • Demonstrable experience of the use of a range of evidence based interventions to effect change with families.
	<ul style="list-style-type: none"> • Of incorporating and using research and evidence informed approaches into social work practice.

Educational:	<ul style="list-style-type: none"> • Degree/MA in Social Work, Dip SW, or CQSW, or a Social Work England validated equivalent from another country.
	<ul style="list-style-type: none"> • Social Work England registered.
	<ul style="list-style-type: none"> • To have completed or be willing to work towards relevant Post Qualification and Practice Education awards.

Special Requirements:	<ul style="list-style-type: none"> • 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).
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Date Reviewed:

Updated: