



Coventry City Council

## Job Description

|                   |                             |                    |   |
|-------------------|-----------------------------|--------------------|---|
| <b>Job Title:</b> | Social Worker (Experienced) | <b>Job Number:</b> |   |
| <b>Service:</b>   | Children's Services         | <b>Grade:</b>      | 7 |
| <b>Location:</b>  | Citywide                    |                    |   |

### Job Purpose:

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 and Responsibilities:

- To be responsible for complex caseloads allocated by a Team Manager which will include case assessment and supervision. Including: 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 case conferences and court/statutory panels in accordance with statutory 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>

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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 to:** Team Manager

**Date Reviewed:**

**Updated:** May 2020



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## Person Specification

|                   |                             |                    |   |
|-------------------|-----------------------------|--------------------|---|
| <b>Job Title:</b> | Social Worker (Experienced) | <b>Job Number:</b> |   |
| <b>Service:</b>   | Childrens Services          | <b>Grade:</b>      | 7 |
| <b>Location:</b>  | Citywide                    |                    |   |

| Area | Description |
|------|-------------|
|------|-------------|

|                   |                                                                                                                                                  |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Knowledge:</b> | <ul style="list-style-type: none"><li>• Knowledge of relevant children's legislation.</li></ul>                                                  |
|                   | <ul style="list-style-type: none"><li>• Knowledge of Social Care provision.</li></ul>                                                            |
|                   | <ul style="list-style-type: none"><li>• Understanding of the Children's Social Work Knowledge and Skills Statement</li></ul>                     |
|                   | <ul style="list-style-type: none"><li>• Understanding of the range of service users' and carers' needs.</li></ul>                                |
|                   | <ul style="list-style-type: none"><li>• Knowledge of statutory guidelines and current thinking on good practice.</li></ul>                       |
|                   | <ul style="list-style-type: none"><li>• Knowledge of good equal opportunity policy and practice in relation to children's social care.</li></ul> |

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| <b>Skills and Abilities:</b> | <ul style="list-style-type: none"><li>• Use solution focussed approaches to promote best outcomes for children, young people and their families.</li></ul>                                                                                                    |
|                              | <ul style="list-style-type: none"><li>• Skilled in anticipating and responding appropriately to situations of conflict.</li></ul>                                                                                                                             |
|                              | <ul style="list-style-type: none"><li>• 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.</li></ul>         |
|                              | <ul style="list-style-type: none"><li>• Skilled in planning and undertaking direct work with children, young people and their families.</li></ul>                                                                                                             |
|                              | <ul style="list-style-type: none"><li>• 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.</li></ul> |
|                              | <ul style="list-style-type: none"><li>• A commitment to working in an anti-discriminatory and non-judgemental manner.</li></ul>                                                                                                                               |
|                              | <ul style="list-style-type: none"><li>• Able to follow specific procedures and work within guidelines, using support and supervision appropriately.</li></ul>                                                                                                 |
|                              | <ul style="list-style-type: none"><li>• Able to recognise when to use statutory or "professional" authority, and use it sensitively and responsibly, with clarity over the role of the agency.</li></ul>                                                      |
|                              | <ul style="list-style-type: none"><li>• The ability to independently interpret and analyse varied and complex information or situations and to produce solutions in both written and verbal format.</li></ul>                                                 |
|                              | <ul style="list-style-type: none"><li>• The ability to act on behalf of the Council as an advocate in a formal setting.</li></ul>                                                                                                                             |



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|  | <ul style="list-style-type: none"> <li>• Ability to use a range of evidence-based interventions to effect change with children, young people and families and carers.</li> </ul> |
|  | <ul style="list-style-type: none"> <li>• Ability to incorporate research into social work practice.</li> </ul>                                                                   |
|  | <ul style="list-style-type: none"> <li>• Ability to use appropriate information technology software packages</li> </ul>                                                          |

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| <b>Experience:</b> | <ul style="list-style-type: none"> <li>• Social work with complex children and families including child protection, looked after children and court work.</li> </ul>                                                           |
|                    | <ul style="list-style-type: none"> <li>• Having completed recording/administrative procedures in line with experience.</li> </ul>                                                                                              |
|                    | <ul style="list-style-type: none"> <li>• Team membership and participation.</li> </ul>                                                                                                                                         |
|                    | <ul style="list-style-type: none"> <li>• Working with a range of service user groups.</li> </ul>                                                                                                                               |
|                    | <ul style="list-style-type: none"> <li>• Of managing court processes</li> </ul>                                                                                                                                                |
|                    | <ul style="list-style-type: none"> <li>• Demonstrable experience of assessment methods, care management and casework methods</li> </ul>                                                                                        |
|                    | <ul style="list-style-type: none"> <li>• Demonstrable experience of working effectively with service users and carers, colleagues and other agencies via negotiation, counselling, giving and receiving information</li> </ul> |

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| <b>Educational:</b> | <ul style="list-style-type: none"> <li>• Degree/MA in Social Work, Dip SW, CSS or CQSW, or a Social Work England validated equivalent from another country.</li> </ul> |
|                     | <ul style="list-style-type: none"> <li>• Registration with Social Work England.</li> </ul>                                                                             |
|                     | <ul style="list-style-type: none"> <li>• To have successfully completed the Assessed Year of Employment or an equivalent post qualifying pathway</li> </ul>            |

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| <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). |
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**Date Reviewed:**

**Updated:** May 2020