

Job Description

Job Title: Social Worker – Social Work Team for Children with Disabilities

Grade: SWMS 33 – 40: The pay scale for qualified Social Workers ranges from £29898 through to £35772.

Department: Children's Safeguarding and Specialist Services

Reports to: Practice Consultant/ Team Manager

PURPOSE OF ROLE:

To fulfil the duties and responsibilities of a qualified Social Work post in Hounslow's Social Work Team for Children with Disabilities. In this team you will be working closely with children with disabilities and their families. You will manage a mixed caseload of lower level support as well as cases where children or young people are in need of Child in Need and /or Child Protection Plans. Your role will be to deliver relevant interventions in order to safeguard children and ensure their needs are met whilst also aiming to effect long-term positive change to improve the life experiences of vulnerable children and young people.

Within this role you will work to maintain high standards of professional practice, working at all times in the best interests of children and young people, ensuring that there are clear evidence based assessments and care plans in place on all allocated cases.

KEY ACCOUNTABILITIES

Corporate:

1. To provide a Social Work service in accordance with departmental policies and priorities and to participate in the costing, co-ordination, monitoring and review in line with department procedures.
2. To maintain awareness of current legislative requirements as relating to children and to participate in relevant training.
3. To use regular supervision and staff appraisal and participate in staff meetings to ensure an effective service to users and carers and further professional development.
4. To work according to the council and HCPC guidance regarding working hours, professional conduct and anti-discriminatory practice.

Policy	Issued by	Date
Recruitment & Selection	Policy & Information Team	28 January 2013

5. To work according to the council's data protection and confidentiality standards.
6. To participate in the development and implementation of performance indicators and quality service standards.

Functional:

1. To undertake assessments of the needs of children and their families taking into account their views, and to ensure that clear Child in Need and Child Protection plans are in place which have been discussed, and where possible, agreed by all parties.
2. To undertake resource package reviews and represent relevant recommendations at a resource allocation panel on a regular basis.
3. To undertake child protection investigations and to provide assessments and recommendations that facilitate decision-making by appropriate line managers.
4. To work collaboratively with professionals from both within the Children's Services Division and other multi-disciplinary services to ensure that plans are carried out effectively in the best interest of children and families.
5. To prepare court statements and give evidence in court, when required.
6. To provide clear verbal and written reports to child protection case conferences, child protection case conference reviews, core group meetings, network meetings and other professionals meetings as required.
7. To maintain accurate and full records of contact and interventions with service users in line with the department's policies and procedures.
8. Ensure that children with disabilities are prepared for transition and experience smooth transition to adult services when they turn 18.
9. To participate in duty systems as required.

KEY PERFORMANCE INDICATORS

1. Timely assessments.
2. Timely statutory visits.
3. Timely reports for CP case conferences, core groups, CIN meetings and relevant other professionals meetings.
4. Timely case transfers.
5. Up to date case records and files with statutory documentation completed.

KEY RELATIONSHIPS (INTERNAL AND EXTERNAL)

1. **Service Users:** You will be required to maintain meaningful professional relationships with service users. As a Social Worker based in a Safeguarding and Support Team you will work closely with children and young people in need of child protection or child in need plans and their families.
2. **Line/ Team Manager:** You will be accountable to your line manager and/or the Team Manager.
3. **Colleagues in your team:** You will be responsible for building and maintaining supportive and professional relationships with your fellow team members.
4. **Colleagues in the department:** You will be responsible for building and maintaining effective and professional working relationships with other colleagues in the department. As a Social Worker in the Social Work Team for Children with Disabilities, you will be working closely with colleagues in SEN services, adult services and various other Social Work Teams as well as Independent Reviewing Officers. If and when undertaking court work, you will also be working closely with our in-house legal team.
5. **Partner agencies/ other professionals:** You will be required to work effectively and cooperatively with multi-agency partners whilst being able to professionally challenge when necessary. You will work closely with schools, disability support services as well as CAMHS and health professionals.

COUNCIL STANDARDS

Equal Opportunities: The Council has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

Health and Safety: The Council is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality: The Council is committed to maintaining privacy of all its staff and customers. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Safeguarding: The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Employee Specification

KNOWLEDGE AND EXPERIENCE:

- Significant, substantial and measureable post qualifying experience including work within a statutory social work setting with children and families.
- Demonstrable detailed knowledge of relevant child care legislation and associated guidance and regulations with clear understanding and experience of how this relates to statutory work with children with disabilities and children in need of protection.
- Thorough knowledge of child development and current social work theories and the capacity to use research in practice to inform desired outcomes.
- Thorough knowledge of statutory Social Work practice as it relates to children with disabilities.
- A clear perspective about the professional Social Work role and ability to present this competently in a variety of settings both verbally and in writing.
- Demonstrable competency in IT programmes and ability to use relevant data bases.
- Evidence of continuing professional development.

SKILLS & ABILITIES:

- Able to manage difficult situations, communicating positively and effectively with children and young people, as well as their parents and other family members, in order to achieve desired outcomes.
- Ability to utilise alternative means of communication in order to undertake effective direct work and life story work with children with disabilities.
- Demonstrable ability to analyse risk and to make and execute appropriate plans and interventions.
- Excellent assessment and analytical skills and an ability to write coherent, comprehensive, accurate and analytical statutory reports and court statements.
- Ability to work effectively and collaboratively with other professionals in order to ensure that the needs of vulnerable children are met.
- Ability to work effectively under pressure.
- Ability to work within specified statutory timescales and consistently meet deadlines.
- Ability to work according to guidance set within London Borough of Hounslow corporate and departmental policies and procedures.
- Ability to utilise supervision effectively to guide and inform your practice.
- Ability to utilise research and/or resources to inform your practice.

PERSONAL STYLE AND BEHAVIOURS:

- Works positively with colleagues in the team and across the organisation to ensure consistently good practice.
- At all times respects confidentiality and the dignity of others.
- Respects the diversity of service users and other professionals and practices from an anti-discriminatory perspective.
- Is a positive representative of London Borough of Hounslow.
- Maintains a good work ethic that motivates to effectively manage the role and responsibilities of a Social Worker in London Borough of Hounslow.
- Works according to the HCPC and organisational codes of conduct.

ESSENTIAL QUALIFICATIONS:

- Social Work qualification.
- Registration with the HCPC.

OTHER REQUIREMENTS:

- Enhanced Disclosure and Barring Service police check