

## Job Description

<b>Job Title</b>	Social Worker/Case Manager
<b>Directorate</b>	Children and Young People's Services
<b>Service Area</b>	Targeted Services for Young People
<b>Grade</b>	Grade 7
<b>Competency Level</b>	Level 2
<b>Salary</b>	£39,513 – £44,711
<b>Job Type</b>	Hybrid
<b>Location</b>	Edge Hill Customer Focus Centre
<b>Disclosure and barring service (DBS)</b>	Enhanced DBS with Child Barred List (Child Workforce)
<b>Job Evaluation Ref No</b>	

## Job Purpose

The provision of case management services and interventions with young people supervised by Targeted Services for Young People. To provide efficient and effective services to courts, young people, victims, and communities in accordance with the objectives and priorities of Targeted Services for Young People to prevent offending and re-offending by young people. To work within the framework of legislation relevant to the post.

### **Directly Responsible For:**

Not applicable

### **Directly Responsible To:**

Team Manager

### **Main Areas of Responsibility:**

- To undertake assessments with young people to identify safeguarding and risk issues
- To agree with young people a plan of work and interventions to address any issues identified during the assessment process
- To plan, deliver and co-ordinate an appropriate range of services and interventions for young people working in partnership with other services both statutory and voluntary
- Prepare written reports as required and within timescales for courts, the secure estate, referral panels, child protection conferences and others as required
- Contribute to and develop one to one and groupwork programmes with young people to address areas of need
- To ensure the views and needs of young people are represented in the services and programmes that are delivered by Targeted Services for Young people and wider LCC services
- To record accurately all contact with and work undertaken with young people, maintaining appropriate records using the electronic recording system as required by Targeted Services for Young People
- To support and work with the families of young people in contact with Targeted Services for Young People to enable them to address areas of

concern and assist integration into mainstream statutory and voluntary services

- To ensure all programmes and activities are developed in line with the LCC commitment to equal opportunities and to provide non-discriminatory practice in all aspects of the work undertaken
- To supervise students as appropriate
- Maintain up to date knowledge of legislation and practice in relation to the post and share knowledge about theory, skills and practice with other members of staff in Targeted Services for Young people
- Work within a performance management framework towards the outcomes identified in the performance indicators for the service area

### **Supervision and Management Responsibility:**

- Not applicable

### **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

### **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## Physical Demands of the Job:

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: **Level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.



# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Diploma in Social Work/Certificate of Qualification in Social Work (and current professional registration with Social Work England) and/or Diploma in Probation Studies (A)

## Experience

### Essential

- Experience of working with young people and their families (A, I)
- Experience of producing reports for courts, referral panels, the secure estate, child protection meetings and other meetings relevant to young people (A, I)

### Desirable

- Experience of working in a team and the ability to contribute to team and service developments
- Experience of working in the Youth Justice System

## Skills/Abilities

### Essential

- Understanding of risk and safeguarding issues for young people (A, I)
- Knowledge of and ability to apply LCC Child Protection procedures (A, I)
- Comprehensive assessment skills and an ability to assess a young persons level of educational ability (A, I)
- Ability to communicate effectively with a range of partner agencies both verbally and in writing (A, I)
- Ability to communicate effectively with young people including those who display challenging behaviour (A, I)

### Desirable

- Ability to use electronic recording systems with a good level of administrative and organisational skills

## Commitment

### Essential

- A willingness to respond to changes in a positive manner and to proactively seek improvement to working practices (A, I)

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- A personal commitment to contributing to the effectiveness of services to young people and communities



- A commitment to continuous personal development and learning
- A commitment to ensure equality of opportunity for all young people

## Other

### Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level
- Essential car user, full clean driving licence (A)

