

Job Description

Job Title	Apprentice Social Worker
Directorate	Children & Young People Services
Service Area	Children's Social Care
Grade	AP5
Competency Level	2
Salary	£26,427
Job Type	Office Based
Location	City Wide
Disclosure and barring service (DBS)	Enhanced DBS
Job Evaluation Ref No	N/A - Apprenticeship

Job Purpose

A 3.5-year fixed term apprenticeship working in a supported environment to develop skills and knowledge whilst undertaking the Social Worker degree apprenticeship.

Contribute to the operational delivery of an effective Adult Social Care Service as part of an integrated team responsible for safeguarding, support planning and promoting the wellbeing of adults with care and support needs continuously improving outcomes.

This will includes identifying individual needs through assessment, planning and co-designing individual support plans and ensuring regular monitoring and reviews of support plans are carried out.

Directly Responsible For:

N/A

Directly Responsible To:

Team/Deputy Team Manager

Main Areas of Responsibility:

- Provide practical support to children, young people and their families or carers as requested
- Listen to, hear, observe and record the daily lived experiences of children, young people and their families, making sure that this is central to their assessments and plans
- Arrange appointments, meetings and visits for the social worker in line with the child's, young persons, or carers plan
- Undertake administrative tasks as required e.g., obtaining details for DBS checks, passport applications
- Transport children, parents, other family members or carers to appointments, family time sessions and other activities
- Assist in the arrangements for team days and service events
- Observe and record contact sessions when required
- Maintain accurate records ensuring that up-to-date and relevant information on the child's/carer's casefile
- Undertake tasks outside of the City Council's boundary in relation to children placed or carers resident out of area e.g., tasks as listed above

- Prepare for and attend supervision, team meetings and performance and development reviews
- Attend relevant training and development opportunities as identified by your line manager
- Undertake the training and development to become a qualified Social Worker

Supervision and Management Responsibility:

None

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:

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

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.

Personal Specification

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

Qualification and training

Essential

- BTEC Extended Diploma: DDM, BTEC Diploma: D*D*, Access to Higher education. 120 UCAS points (A,I)
- A minimum of three GCSE's including English and maths or equivalent (A,I)

Skills/Abilities/Experience

Essential

- Experience of working with children, young people, and families (A,I)
- Experience of using various ICT packages i.e., Microsoft Office and other systems (A,I)
- Good organisational skills and an ability to prioritise and manage time effectively (A,I)
- Experience of building good working relationships with children, young people, and families/carers (A,I)
- Experience of using initiative and working effectively as part of a team (A,I)
- Ability to be flexible and respond to the competing demands in the team/service (A,I)
- Experience of managing challenging situations (A,I)
- Good communication and interpersonal skills (A,I)

Desirable

- Knowledge of child development
- Ability to recognise and promote safety, health, wellbeing, and emotional resilience for both self and colleagues

Commitment

Essential

- Fully commit to undertaking and achieving the Social Worker degree apprenticeship. This will include attending either face to face or virtual university lectures and seminars, completing assignments set by the university and placements in a range of Social Care teams

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Ability to demonstrate a commitment to own professional development and that of other colleagues

Other

Essential

- Full driving Licence (A,I)

Desirable

- At times you may be required to travel further than the city boundary