

Job Description

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| Job Title | Social Worker |
| Directorate | Children and Young People's Service |
| Service Area | Early Help |
| Grade | 7 |
| Competency Level | 2 |
| Salary | £38,223 - £43,421 |
| Job Type | Hybrid |
| Location | Croxteth Children's Centre |
| Disclosure and barring service (DBS) | Enhanced DBS |
| Job Evaluation Ref No | |

Job Purpose

To carry out statutory duties and responsibilities to safeguard and achieve good outcomes for disabled children and young people in Liverpool.

Directly Responsible For:

Not applicable

Directly Responsible To:

Short Breaks/Early Help Team Manager

Main Areas of Responsibility:

- Hold and effectively manage a complex and varied caseload with appropriate supervision, guidance, and support, reflecting the function of the team and in accordance with policy, procedures, statutory guidance, and legislation
- Be accountable for complex decision making in relation to allocated cases ensuring professional judgement, evidence-based tools, critical reflection, and analysis is used to inform this
- Identify and assess levels of risk and need in often complex situations, ensuring that the safety and welfare of children is paramount
- Undertake Short Break assessments and Carers assessments incorporating robust analysis of risk and needs to inform the child's care plan.
- Model critical reflection and evidence-based decision making and support others in developing these
- Demonstrate the use of a range of social work interventions with children, young people and their families to reduce risk, promote change and positive outcomes
- Deliver protective and/or supportive services for disabled children
- Complete good quality single assessments incorporating robust analysis of risk and needs to inform the child's care plan
- Ensure that children, young people, their families and other carers are fully involved in the process of assessment and care planning and that the views, wishes and feelings of children and young people are sought, recorded and taken into account in decision-making in line with best practice
- Ensure assessments and care plans are up-dated regularly to reflect the child's current needs

- Prepare and present good quality, accurate and thorough reports for a variety of purposes e.g. EHCP reviews, applications for packages of care.
- Undertake home visits within required timescales and ensure that an accurate and timely record is made of the visit
- Be responsible for accurate, sensitive, timely and up to date recording on all cases.
- Ensure young people are prepared for adulthood through effective and timely transition planning involving a range of services and agencies
- Attend and represent the department at a range of multi-disciplinary meetings, taking the role of Chair as required.
- Undertake direct work with children, young people, and their families
- Work in partnership with children, young people, families/carers and partner agencies, through building effective relationships, to elicit their needs and views and promote participation in decision making
- Model inclusive practice in relation to identity and diversity, challenging any issues of concern
- Take responsibility for obtaining regular professional supervision to ensure effective and reflective practice
- Prepare and participate in annual appraisal and reviews, identifying areas for improvement and carrying out agreed learning and development opportunities
- Manage and appropriately prioritise tasks through effective time management
- Build honest relationships based on clear communication and ensure that all involved understand what will happen with the information, children, young people, families, carers, and partner agencies provide. Ensuring due regard is given to service user consent, confidentiality, data protection and information sharing protocols.

Supervision and Management Responsibility:

- This post does not have any supervisory or line manager responsibility.

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements, by way of applying for funding for packages of care for disabled children.

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 involves both office and field work. Hence it involves sedentary work and the need to travel to appointments.

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 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

- Social Work degree or equivalent social work professional qualification (A)
- Registered with Social Work England (A)

Experience

Essential

- Newly qualified or an experienced social worker (A)

Skills/Abilities

Essential

- Knowledge of children's legislation, statutory guidance, policy, and procedures (A/I)
- Knowledge of the Assessment Framework and other relevant assessment and planning tools (A/I)
- Knowledge of child development (A)
- Knowledge of and an understanding of legislation in relation to Disabled Children (A/I)

- Ability to undertake needs-led assessment and planning, applying critical reflection and analysis (A/I)
- Ability to communicate effectively verbally and in written form and present coherent and relevant information to meetings/panels (I)
- Ability to undertake direct work with children and young people and/or their carers (A/I)
- Ability to effectively work in partnership with children, young people, and families (A/I)
- Ability to work effectively as part of a team (A)
- Ability to take advantage of and use information technology, including agile working, to be efficient in practice and time management, and maintain up to date recording (A)

Desirable

- Ability to produce good quality child centred and outcome focused reports and plans
- Ability to develop practical and procedural knowledge across a defined specialist area
- Ability to use theory and research to inform practice and professional decision making
- Ability to organise a complex workload, prioritise conflicting demands and meet set timescales
- Ability to foster good working relationships with colleagues from within the Council and partner agencies and collaborate for the needs of disabled children and young people to be met and positive outcomes achieved

Commitment

Essential

- To work within and meet the Social Work England Professional Standards, including continuing Social Work England registration

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- Full driving Licence/Car user or commitment to obtain/become a car user within 6 months (A)
- This post is subject to a Disclosure and Barring Service (DBS) at the appropriate level