

## Job Description

<b>Job Title</b>	Consultant Social Worker
<b>Directorate</b>	Children and Young People's Services
<b>Service Area</b>	Family Help
<b>Grade</b>	8
<b>Competency Level</b>	2
<b>Salary</b>	£46,142 - £51,356
<b>Job Type</b>	Hybrid
<b>Location</b>	Clubmoor Children's Centre
<b>Disclosure and barring service (DBS)</b>	Enhanced with Child Barred List (Child Workforce)
<b>Job Evaluation Ref No</b>	Not applicable

## Job Purpose

To support in the management, development, and leadership of the Family Help Service in order to safeguard and promote the welfare of vulnerable children, young people and their families to deliver high quality services that address need and lead to improved outcomes, whilst managing the reputation of the Service and the Council.

## Directly Responsible For:

Outreach Family Support Workers

## Directly Responsible To:

Family Help Team Manager

## Main Areas of Responsibility:

### Practice

- Ensure the Council meets its statutory obligations to safeguard children, complying with legislation, policy and procedures and relevant frameworks
- Work within safeguarding frameworks to investigate and manage risk where children and young people have experienced or are likely to experience significant harm, and to support early help that could prevent the need for statutory interventions
- Ensure that all information is gathered to inform risk assessments and critically analysed to inform the plan of support (in a Family Help environment)
- Ensure that own/others casework decision making is robust by providing challenge and critical reflection with detailed analysis informing professional judgements
- Hold and effectively manage a complex and varied caseload with appropriate supervision, guidance and support, reflecting the function of the team and Children's Social Care in accordance with policy, procedures, guidance and legislation, and apply those principles within the Family Help environment
- Undertake work within legislative frameworks including the preparation of written statements and representations to the judiciary at Court hearings
- Demonstrate a critical knowledge of the range of theories and models for social work intervention with individuals, families, groups and communities, and the methods derived from them

- Have delegated responsibility for the supervision and development of team members, including Assessed and Supported Year in Employment (ASYE) and social work students, ensuring high quality standards of performance and practice
- Actively engage in risk management policies, procedures and practice and to advise the Team Manager of resource shortfalls and recommend improved methods of working where appropriate
- Apply the principles of the Working Together Framework to promote best outcomes for children, young people and families
- Work collaboratively with internal and external colleagues to co-ordinate service delivery. To chair/contribute to multi agency and Service meetings
- Model effective communication skills appropriate to role and communicate effectively in highly charged or challenging circumstances
- Respond to the needs of children, young people and families, whilst meeting statutory responsibilities and ensuring views and wishes are heard and recorded accurately
- Ensure both own reports and those of others are up to date, of a high quality and submitted according to appropriate timescales
- Encourage and ensure that children, young people, families, and significant others are involved in and contribute to assessment planning, interventions and decision making using agreed Evidence Based Assessment tools
- Maintain own Continuous Professional Development and develop a high level of professional knowledge through research, and reading, providing a source of expertise and developing specialist knowledge as required. To develop the required management knowledge and expertise
- Promote leading edge innovative best practice across all tiers of the team, with a specific focus on development of workforce development in Family Help

## Resources

- Be involved in decision making in relation to resource allocation, service delivery, closure of work and all day-to-day operational matters whilst achieving best value in the way those services are delivered
- Ensure that resources are used to optimum efficiency including effective management of devolved budgets

## Performance Management

- Contribute to the Quality Control and Quality Assurance frameworks including supporting the manager in the development and monitoring of team plans; the delivery of effective personal professional supervision and mentoring; performance development reviews
- Model inclusive practice in relation to identity and diversity, challenging any issues of concern
- Assist in the establishment, management and maintenance of monitoring systems for assessment and case management in order to maintain effective professional, managerial and budgetary control
- Use, monitor and support the use of Liquid Logic and fully utilise the capability of the system across the team
- Deputise for the Team Manager in his/her absence ensuring high quality and effective social work practice
- Contribute to the professional development of the team, students and volunteers
- Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act 1998 and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Service facing court proceedings
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

- It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations
- City Council and 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
- 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

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

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

### **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 position is a combination of office- and field-based work and will involve sedentary periods and also 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

- Social Work degree or equivalent (A)
- Current registration with Social Work England (A)

## Experience

### Essential

- Significant post qualification experience in statutory Children's Social Care service (A/I)
- Experience of working with complex families/complex case management (A/I)
- Experience of working in a multi-agency environment (A/I)
- Experience of working and reporting within a court environment (A/I)

### Desirable

- Experience of supervising qualified and unqualified social work and social care staff in the absence of the Team Manager



## Skills/Abilities

### Essential

- Evidence of the ability to write a range of reports in a clear and concise manner that includes detailed analysis of any evidence (A/I)
- Evidence of an ability to work collaboratively with key partners in safeguarding (A/I)

### Desirable

- Knowledge of Children Act 1989 /2004, Adoption & Children Act 2002, Children and Young Persons Act 2008, other appropriate legislative frameworks, statutory guidance and processes for Looked After Children and Children subject to Child Protection Plans
- Knowledge of the Assessment Framework and other relevant assessment and planning tools including agreed Evidence Based Assessment tools
- Knowledge of child development and family dynamics
- Ability to plan and organise own time, create work schedules prioritise and set schedules for self and others
- Ability to apply effective conflict resolution skills
- Ability to apply solution focused approaches to problem solving and make decisions of a highly complex nature with consideration of associated risk
- Ability to research, cascade and incorporate new guidance and procedure into work quickly and effectively and use to inform professional decision making
- Ability to provide guidance on decision making and encourage critical reflection on practice
- Ability to demonstrate advanced skill level in applying needs-led assessment and planning
- Ability to demonstrate effectively the role of a Corporate Parent

- Ability to work in partnership to communicate effectively, undertake direct work with children, young people and their families and make informed child centred judgements
- Ability to produce excellent child centred and outcome focused reports and plans
- Ability to Allocate and check work of other social work staff
- Ability to demonstrate strong organisational skills and ability to prioritise and manage fluctuating caseloads of self and others
- Ability to work within the Quality Assurance Framework to meet the demands of the service and produce work to a high standard within set timescales
- Ability to follow through on agreements with children, young people and their families and demonstrate client empathy
- Ability to take advantage of, and support others in the effective use of information technology, including ICS
- Ability to work within professional and ethical standards including the Social Work England Code/Standards of Conduct for Social Workers

## Commitment

### Desirable

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

## Other

### Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level

## Desirable

- Ability to understand and demonstrate a commitment to equality and diversity
- Ability to demonstrate commitment to own professional development and that of other colleagues

