



<b>Title</b> <b>Social Worker</b>	<b>Department</b> <b>Children, Families and Cultural Services</b>	<b>Post Ref.</b> <b>CF/0829/SC</b>
<p><b>Job Purpose</b></p> <p>Social workers will normally be appointed to work in a social care setting, from which they will work as a member of a team. The office base may in some circumstances be changed if the services are subject to corporate re-organisation. Social care services are structured into the first point of contact which is the Multi-Agency Safeguarding Hub at Annesley; Assessment Services in the North and South of the County; Locality Teams in Bassetlaw, Newark, Mansfield, Ashfield, Broxtowe and Rushcliffe, and Gedling; and the Through-Care Service based in Ollerton.</p> <p>The Permanence Team is part of the Through-Care Service based in Ollerton. Social workers in the Permanence Team work with children who have parallel plans for permanency where one of these plans is for adoption . They make assessments to assist permanency planning and complete reports required for adoption panel, agency decision maker and court to ensure this work is progressed without delay.</p> <p>The Permanence Team social worker will co work until a placement order is granted at which point the case will fully transfer unless a foster to adoption case when they will hold full case responsibility through the court process . The Permanence Team social worker will undertake life story work with the child and prepare them for adoption. It is then their responsibility to find an adoptive family for the child and to undertake any outstanding work with the birth family. This post also involves some court work; pre-birth assessments where the plan may become adoption, viability assessments, siblings assessments and special guardianship assessments. The team also undertake Non agency adoption work in the county.</p> <p>The post requires the post holder to organise and manage their workload independently, under supervision of the team manager.</p>		
<p><b>Key Responsibilities</b></p> <p><b>Department/Corporate Responsibilities</b></p> <p>1. You will take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties and where appropriate to safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health &amp; Safety legislation, and Authority and Departmental Codes of Practice and Procedures.</p>		<p><b>Key Accountabilities</b></p> <p><b>Key Duties</b></p> <p>Social workers will undertake a range of duties in connection with the assessment, and planning of services for children and young people and families/carers to enable children to reach the Every Child Matters outcomes including:</p> <p>1. Assessing the needs of children and their families to include viability assessments of extended family members, as well as</p>

<p>2. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the County Council or provided or issued by a third party for individual or collective use in the performance of your duties.</p> <p>3. You will personally and through the employees you manage, implement and positively promote equal opportunities in service delivery and employment practices.</p> <p>4. Within resource constraints, you will promote and deliver fair and quality services that are sensitive and responsive to customers. You will ensure implementation of customer care policies by the staff who you supervise.</p> <p>5. You will take account of environmental issues arising from any service developments, and ensure that all staff are familiar with the County Council's green policies and established office and work practices.</p> <p>6. In accordance with "The Introduction of New Technology Agreement", you will work with computers, new technology and associated systems as required and support the employee(s) you manage in its use. You will personally and through the employees you manage ensure compliance with the County Council's Data Protection, Freedom of Information Act and ICT codes of practice.</p> <p>7. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general area of responsibility and grade of post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.</p> <p>8. In order to achieve the objectives of the project, the post holder will need to work flexibly, including out of hours when necessary.</p> <p>19. Under the Local Government and Housing Act 1989 this post will automatically have imposed political restrictions</p>	<p>the assessment for special guardians.</p> <p>2. Social workers to carry out some court work in respect carrying out pre-birth assessments of unborn babies who are likely to have an adoption plan and other court assessments to assist permanence planning.</p> <p>3. The team will carry out non agency adoptions that are requested.</p> <p>4. Provide concise, clear and analytical reports for adoption purposes, to include Child Permanence Reports, of which are submitted to the agency decision maker, reports for the purpose of matching panel and court reports.</p> <p>5. Write thorough and robust adoption support plans.</p> <p>6. Produce good quality life story books and later life letters.</p> <p>7. To be able to complete sibling assessments, to inform decisions as to whether children should be placed together or not in a permanent placement.</p> <p>8. Participate in home finding activities for the children with placement orders.</p> <p>9. Write creative and good profiles for children for the purpose of home finding activities.</p> <p>10. Be prepared to travel long distances, when needed, for inter agency adoptive placements.</p> <p>11. Plan and co-ordinate the placing of children with their adoptive families.</p> <p>12. Compliance with legislation and departmental</p>
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	<p>policies/procedures</p> <p>13. Writing reports, case notes and maintaining other documentation as necessary within the Department's Framework system and taking responsibility for case closure.</p> <p>14. Maintaining records as required by policy and good practice.</p> <p>15. Working in partnership with colleagues from a range of different agencies to ensure children and young people are safely maintained in their environment.</p> <p>16. Participation in team activities e.g. team meetings, case discussion, review of team work.</p> <p>17. Participation in regular supervision.</p> <p>18. Contributing as appropriate to practice and service development.</p> <p>19. To take up opportunities for relevant training and development, in accordance with the requirement to evidence continuous professional development.</p> <p>20. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the provision into the job description in specific terms.</p> <p><b><u>Expectations</u></b> The successful candidate will be expected to:</p> <p>1. Work in accordance with the Nottinghamshire County Council Code of Conduct and Social Work England's Code of Practice.</p> <p>2. Work within departmental policies and procedures</p>
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	<p>3. Demonstrate continual professional development in line with SWE regulations and requirements.</p> <p>4. Offer mentoring support to less experienced workers.</p> <p>5. Take up opportunities for further professional development which may include:</p> <ul style="list-style-type: none"> <li>• Further Post Qualifying Awards (Higher Specialist and Advanced Awards)</li> <li>• Practice teaching</li> </ul>
<b>The post holder will perform any duty or task that is appropriate for the role described</b>	

<b>Person SpecificationCF/0829/SC</b>	
<p><b><i>Education and Knowledge</i></b></p> <p><b><u>Qualifications</u></b></p> <p>Any qualifications accepted by the General Social Care Council as a qualification in Social Work such as:</p> <ul style="list-style-type: none"> <li>• <b>CQSW</b></li> <li>• <b>CSS</b></li> <li>• <b>Dip SW</b></li> <li>• <b>Degree/Masters in Social Work</b></li> </ul> <p>Must be registered with Social Work England</p> <p>Full driving licence (unless disability precludes driving)</p> <p><b><u>Knowledge</u></b></p> <p>Knowledge of relevant legislation and policy relating to Children and Young People, Every Child Matters agenda, mental health, disability and eligibility including:</p> <ul style="list-style-type: none"> <li>• Children Act 1989, 2004</li> </ul>	<p><b><i>Personal skills and general competencies</i></b></p> <p><b><u>Skills</u></b></p> <p>Strong assessment and analytical skills with evidence of working on own initiative and ability to make clear, well evidenced recommendations to promote effective decision making.</p> <p>Good report writing skills is essential.</p> <p>Ability to meet and work towards deadlines for the completion of reports.</p> <p>Effective verbal and written communication</p> <p>Ability to work to departmental policies and priorities, and evidence the ability to make a positive difference to a child's outcomes.</p> <p>Skills in communication with children and young people, and evidence of engaging children and young people to participate in decisions</p>

<ul style="list-style-type: none"> <li>• Children Leaving Care Act 2000</li> <li>• Adoption and Children Act 2002</li> <li>• Carers and Disabled Children Act 2000 and Carers (Equal Opportunities) Act 2004</li> </ul> <p>Knowledge of the philosophy, principles and main legal aspects of the 1989 Children Act and Children Act 2004.</p> <p>Understanding of diversity issues and their relevance to social work practice.</p> <p>Knowledge of child development and children's needs.</p> <p>Understanding of how families function.</p> <p>Recognition of abuse and practical commitment to safeguarding children</p> <p>Knowledge of the process of supervision</p> <p>Understanding of disability issues in relation to children</p>	<p>about their lives.</p> <p>Ability to work anti-oppressively and promote anti-oppressive practice and evidence of where this ability has made a difference.</p> <p>Demonstrate ability to develop and sustain effective and appropriate relationships with service users, colleagues and external staff.</p> <p>Well developed skills in the use of information technology</p> <p>Demonstrate ability to accept and make construction and appropriate use of supervision.</p> <p>Evidence of ability to function as a team member and willingness to work co-operatively and flexibly.</p> <p>Evidence of ability to organise and prioritise own work and use appropriate administrative skills.</p> <p>Understanding and evidence of working with confidentiality</p>
<p><b><i>Experience</i></b></p> <p>Experience of direct work with children and families.</p> <p>Experience of working with other agencies, either in the statutory or voluntary sector.</p> <p>Experience of assessment and planning to meet the needs of children and their families.</p>	<p><b><u>Equal Opportunities</u></b></p> <p>Commitment to anti-discriminatory and anti-oppressive practice with children, their carers and colleagues regardless of race, gender, age, disability, sexuality or religion.</p> <p><b><u>Personal</u></b></p> <p>Willingness on occasions to work outside or beyond core hours.</p> <p>Full driving licence and use of car, or eligible for taxi service if disabled.</p>
<p><b><i>Role Dimensions</i></b></p> <p><b><u>The Multi-Agency Safeguarding Hub.</u></b></p>	

Substantial post-qualification experience.

Experience of gathering and analysing information to make an informed judgement of a child/family's needs.

Experience of working in a team.

Experience of working to deadlines and ability to work in a high-pressure environment.

### **Assessment Services and District Child Protection Teams**

Experience of gathering and analysing information to make an informed judgement of a child/family's needs.

Ability to write structured, evidence-based reports, eg Initial Assessment.

Ability to organise own workload and work to deadlines.

Ability to make purposeful relationships with children, families and other professionals.

Experience of direct work with children and families.

Ability to identify and assess risk.

### **Through-Care Service**

As above, plus:

Ability to deliver high-quality written reports to specified deadlines.

Experience in permanence planning for children, including adoption.

*Please attach a structure chart*

**Date**

Tier 7 – Experienced / Professional Staff