

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>10SW</b>	<b>Role Title</b>	<b>Senior Social Worker - Prisons</b>
<b>Grade</b>	PS10SC	<b>Reports to (role title)</b>	<b>Team Manager</b>
		<b>Directorate</b>	<b>Children, Families, Learning and Communities</b>
<b>JE Band</b>	371-438	<b>Service</b>	<b>Children's Service, Family Resilience, Safeguarding, Corporate Parenting</b>
		<b>Team</b>	<b>Family Safeguarding Hub, Quadrant Assessment, Family Safeguarding, Looked After Children and Care Leavers</b>
		<b>Date Role Profile was created</b>	<b>01/12/2018</b>

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<p>Surrey aims to work alongside families, to respect families and their rights, to work with them in partnership and with their informed consent, to recognise their strengths and help them identify their needs. Our overarching duty is to promote the upbringing of children within their families, where this is compatible with the welfare of the children.</p> <p>The Prison Based Social Worker role is distinctive because the role aims to improve outcomes for children of mothers/carers in custody by working closely with the parents in custody; it does not involve direct case management of children (which remains with community teams) but it does involve working in close partnership with those teams, providing specialist input on the prison environment and the needs of children of parents in custody. The Prison Based Social Worker does not work exclusively with Surrey families, but exclusively with the families of parents in custody at the prison they work at, partnering with local authority teams regardless of the home local authorities of those families. The Prison Based Social Worker works in close partnership with the host prison, as described in the Memorandum of Understanding between the host prison, Surrey Local Authority and HM Prison and Probation Service.</p> <p>Social workers in Surrey will be supported to develop high levels of skill in motivational practice which they will use to help parents identify the aspects of their lives/behaviours that they want to change and provide the help and support families, on a partnership basis, that they need to support them in their change.</p> <p>Specific areas of work will vary depending on the team but will include:</p> <ul style="list-style-type: none"> <li>- management of triage of contacts to the service to ascertain whether contacts from families, members of the community and partner organisations meet the threshold for a statutory social work assessment of significant impairment of a child's health/development or significant harm, with appropriate information from referrers and the consent of the family (except when over-riden by a team manager to protect a child from further significant harm);</li> <li>-to provide an assessment of the needs of family members, their strengths and any risks to children's health/development or significant harm to the child/ren and develop SMART plans that will meet the needs of family members and reduce risks to children, in conjunction with children and their families and in the most complex cases</li> <li>-to work with partners to meet those needs and monitor progress via child in need and core group meetings involving families, young people and relevant professionals</li> <li>-to contribute to reviews of children in need cases, strategy discussions, permanency planning meetings and professional's meetings on complex cases where the children involved have a parent in prison custody, providing specialist input to ensure that full account is taken of the parental rights of parents in custody</li> <li>-to conduct specialist input into complex child protection investigations where the children involved have a parent in custody and a multi-agency strategy discussion considers there are grounds to believe the child has or is likely to suffer significant harm and to involve families in developing plans for change which will reduce the risk of significant harm and keep children in their families wherever possible.</li> <li>-where children cannot be adequately cared for within their families or their families cannot be engaged to access services that would support them to change and the significant harm threshold is reached, to initiate discussions to seek agreement for s20 or initiate planned or emergency legal proceedings to ensure children are protected in line with departmental policy, procedures and relevant legislation.</li> <li>-to work in line with colleagues in commissioning, factoring and adoption to identify high quality placements for children</li> </ul>
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-to work raise with colleagues in commissioning, fostering and adoption to identify high quality placements for children whose parents are in prison custody, will promoting keeping children with their siblings and engaging in timely care planning so children are placed in stable long-term homes where their health and development as well as education and training needs are supported and they can strengthen their resilience to lead a happy and stable adult life

- ensure that social work case records, assessments, plans and documentation for all children and young people for whom the worker is responsible are effectively maintained in line with practice standards and organisational policy and procedure.
- foster good relationships with legal services and local family courts to manage efficient and effective Legal Planning Meeting, Public Law Outline and court proceedings where attempts to support children to remain within their families have not been successful.
- promote purposeful social work practice, following the service's parenting/group work programmes, and undertake regular clinical and case work supervision that is reflective and outlines clearly the next steps to improve outcomes for children, young people and families.
- manage effective communication of practice, service and organisational issues within the team and work collaboratively across other social work teams, services and with partners to provide high-level integrated support to children and families.
- ensure that in all aspects of work that the views, feelings and wishes of children, young people and their parents /carers are taken seriously and used to appropriately inform their care plans and development and performance of services.

**Casework Management**

- Provide high quality relationship based social work services to children and families of parents in prison custody at tier 4 level of Surrey Safeguarding Children Board's Effective Family Resilience criteria

**Advice and Guidance**

- Provide information, advice and guidance in line with current national legislation and to recognise the need for, and appropriately signpost to other agencies, services or providers.

**Safeguarding**

- Understand the forms of abuse and neglect that children can be exposed to and differentiate clearly between significant impairment and significant harm
- Use motivational interviewing skills to try to engage parents in changing their behaviours that can cause impairment to their children's development or significant harm and engage appropriate adult services to support them to change
- Share and present professional knowledge and expertise with colleagues within the team.
- When appropriate provide professional reflective supervision to staff who are not professionally qualified.

**Assessment and Review**

- To undertake strengths based assessments of immediate and wider family members and engage them in developing plans that will meet the needs of children and that are SMART
- To ensure plans are revised and reviewed regularly and inform manager of any escalations or risks and also any improvements
- To ensure children are looked after are placed in permanent alternative families as soon as it is ascertained that their needs cannot be met and that their wishes and feelings are included in plans.
- To ensure looked after children's health and development, their education training and preparation for independence are advanced and their needs for contact with family members, siblings and friends is prioritised Surrey aims to work alongside families, to respect families and their rights, to work with them in partnership and with their informed consent, to recognise their strengths and help them identify their needs. Our overarching duty is to promote the upbringing of children within their families, where this is compatible with the welfare of the children.

The Prison Based Social Worker role is distinctive because the role aims to improve outcomes for children of mothers/carers in custody by working closely with the parents in custody; it does not involve direct case management of children (which remains with community teams) but it does involve working in close partnership with those teams, providing specialist input on the prison environment and the needs of children of parents in custody. The Prison Based Social Worker does not work exclusively with Surrey families, but exclusively with the families of parents in custody at the prison they work at, partnering with local authority teams regardless of the home local authorities of those families. The Prison Based Social Worker works in close partnership with the host prison, as described in the Memorandum of Understanding between the host prison, Surrey Local Authority and HM Prison and Probation Service.

Social workers in Surrey will be supported to develop high levels of skill in motivational practice which they will use to help parents identify the aspects of their lives/behaviours that they want to change and provide the help and support families, on a partnership basis, that they need to support them in their change.

Specific areas of work will vary depending on the team but will include:

- management of triage of contacts to the service to ascertain whether contacts from families, members of the community and partner organisations meet the threshold for a statutory social work assessment of significant impairment of a child's

<b>Work Context</b>	The role holder works under the supervision of the team manager The complexity of tasks undertaken by the post holder will be determined by level of skill and experience of the worker and children and families presenting needs through discussion in supervision..
<b>Line management responsibility if applicable</b>	N/A
<b>Budget responsibility if applicable</b>	No direct budgetary responsibilities but responsible for resource management of team and authorisation of spend on children and families.

<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p><b>Casework Management</b></p> <ul style="list-style-type: none"> <li>• Take professional responsibility for managing a complex caseload which will include individuals, children, carers and families who require support and guidance.</li> <li>• Demonstrate confident and effective judgement about risk and accountability in decision-making and be able to sustain engagement with fluctuating circumstances and capacities, including where there is hostility and risk.</li> </ul> <p><b>Assessment and Review</b></p> <ul style="list-style-type: none"> <li>• Use assessment procedures discerningly in response to the presenting needs and to ensure that a proportionate assessment is completed in a way that enables maximum participation.</li> <li>• Use professional judgement, employing a range of interventions: promoting independence, providing support and protection, taking preventative action and ensuring safety whilst balancing rights and risks.</li> </ul> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Take the lead in managing positive interventions that prevent deterioration in health and wellbeing whilst safeguarding people at risk of abuse or neglect.</li> <li>• Undertake assessment and planning for safeguarding in more complex cases, and support colleagues by utilising safeguarding skills, in line with current policies and procedures.</li> </ul> <p><b>Staff Development</b></p> <ul style="list-style-type: none"> <li>• Play a leading role in practice development, help promote and sustain a learning culture and mentor less experienced staff.</li> <li>• Deliver formal professional reflective supervision and provide guidance and advice regarding casework to less experienced qualified staff.</li> <li>• Where required, take the role of practice educator (or train as a practice educator) for students and the role of ASYE assessor and supervisor for newly qualified social workers in the team.</li> <li>• As part of the supervision and appraisal process provide support with personal and professional development.</li> <li>• Share and present professional knowledge and expertise to colleagues within the team and with other partners.</li> </ul> <p><b>Data Quality</b></p> <ul style="list-style-type: none"> <li>• Take professional and personal responsibility for clear recording of analysis and judgements, maintaining up to date case work records on the database as required by Surrey County Council.</li> <li>• Take responsibility for working within the Directorate's data protection policies.</li> </ul> <p><b>Duties For All</b></p> <p>Values: To uphold the values and behaviours of the organisation.  Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.  Health, safety and welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Relevant professional qualification and registration where required.</li> <li>• In depth and up to date applied knowledge of relevant national and local policy, statutory guidance and legislation in relation to the provision of social care services.</li> <li>• Understanding of the principles of confidentiality and information governance and how these apply to social care.</li> <li>• Understanding of diversity and how it affects practice.</li> <li>• Ability to communicate appropriately and in a timely way with individuals, carers families, other professionals and team members which is clear, fluent, concise and jargon free and in a courteous calm and professional manner. This includes both verbal and written communication.</li> <li>• Ability to effectively engage with people in complex situations both short-term and building professional relationships over time.</li> <li>• Ability to engage in difficult conversations in challenging situations and with people who may be resistant.</li> <li>• Ability to routinely explain professional reasoning, judgements and decisions made and record these in a clear concise way.</li> <li>• Ability to make skilled professional judgement for interventions including in crises and in response to challenge.</li> <li>• Ability to understand and take account of differentials in power, and use authority appropriately</li> <li>• Ability to develop partnership relationships in order to work effectively in a multi-agency and multi-disciplinary environment, demonstrating mutual professional regard and a collaborative approach to person centred working.</li> <li>• Ability to chair a range of meetings and offer expert support at case meetings.</li> <li>• Competent in the use of basic IT skills</li> <li>• Competent use of basic numeracy skills and the ability to contribute to monitoring discussions regarding the use of budgets and resources.</li> <li>• Experience of providing professional reflective supervision.</li> </ul>

<p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p>	<ul style="list-style-type: none"> <li>• Professional social work qualification, CQSW or Diploma in Social Work (DipSW), or other relevant qualification recognised by the HCPC.</li> <li>• Registered or in process of registering with the HCPC.</li> <li>• Substantial experience in assessing the needs of, and undertaking direct work with children and young people, with a track record of improving children and young people's lives in a UK statutory setting.</li> <li>• Able to demonstrate understanding of the needs of children/young people in their specialist area</li> <li>• Ability to evidence skills in or willingness to develop Motivational Interviewing practice,</li> <li>• Up to date working knowledge of relevant UK child care law, statutory guidance and Working Together 2018</li> <li>• Ability to relate well to children and families, to respect their rights and gain their informed consent, to engage them in reflecting on their lives and motivate them to change so children's needs can be met and they can be brought up safely within their families.</li> </ul> <p>promote positive working relationships in and across teams, using strategies for collaboration and arbitration.</p> <ul style="list-style-type: none"> <li>• Ability to contribute to and provide professional leadership of organisational change and development</li> <li>• Ability to take on champion role for a specific area of practice e.g. MARAC, Motivational Interviewing, Permanency or Pathway Planning</li> <li>• Ability to communicate effectively in highly charged, complex or challenging situations</li> <li>• Ability to gather information to inform judgement for interventions and develop SMART plans to meet children and families' needs/reduce risk</li> <li>• Excellent partnership working skills with an ability to communicate and collaborate effectively with partners in statutory, voluntary and third sector organisations.</li> <li>• Ability to write assessment documents, letters, emails and reports in a way that is clear and easily understood by anyone reading them.</li> <li>• Ability to co-operate and work well with others, support colleagues both within and outside of the team and contribute to the successful achievement of team goals, sharing information and learning whilst supporting others.</li> <li>• Ability and willingness to develop effective professional reflective supervision skills</li> <li>• Satisfactory DBS clearance is required.</li> <li>• Willing and able to travel around the county to meet the demands of the role, to work from different sites, and work evenings and weekends if required in line with service needs.</li> </ul>
<p><b>Role Summary</b></p>	<p>Roles at this level provide a professional social work, occupational therapy and other support to individuals, children their families and carers living in Surrey in line with the requirements of current, relevant, national legislation and local policies and procedures. Using professional judgement employ a range of interventions promoting choice, control and independence. They demonstrate expert and effective practice in complex situations, assessing and managing higher levels of risk, striking a balance between support and control, liaising with a wide range of professionals, including more senior levels.</p>

<p><b>Reference Number</b></p>	<p>BM-2023-019</p>
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