

# Role Profile

## Part A - Grade & Structure Information

Job Family Code	9SW	Role Title	Social Worker
Grade	PS9SC	Reports to (role title)	Team Manager
		Directorate	Children, Families, Learning and Communities
JE Band	314-370	Service	Children's Service, Family Resilience, Safeguarding, Corporate Parenting
		Team	Family Safeguarding Hub, Quadrant Assessment, Family Safeguarding, Looked After Children and Care Leavers Teams
		Date Role Profile was created	01/12/2018

## 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.

<p><b>Role Purpose</b> including key outputs</p>	<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>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 to 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>-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-ridden 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;</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 conduct child protection investigations where 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 with colleagues in commissioning, fostering and adoption to identify high quality placements for children that will promote keeping children with their siblings and engage 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</li> </ul>
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<b>Work Context</b>	The role holder works under the supervision of more experienced staff and may take on responsibility for the supervision of non-professionally qualified staff, following appropriate training on staff supervision and assessment of competence. 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</b> if applicable	n/a
<b>Budget responsibility</b> if applicable	No direct budgetary responsibilities but responsible for resource management of team and authorisation of spend on children and families.
<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<p><b>Casework Management</b></p> <ul style="list-style-type: none"> <li>• Take professional responsibility as directed for managing a caseload which will include individuals, children, families and carers who require support and guidance. Enable them to identify their needs and plan support to meet those needs using the full range of options, seeking advice and support where appropriate.</li> <li>• Demonstrate confident and effective judgement about risk and accountability in decision making.</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> </ul> <p><b>Advice and Guidance</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Understand the forms of harm and their impact on people and be able to identify safeguarding concerns.</li> <li>• Where relevant and with support undertake assessment and planning for safeguarding.</li> </ul> <p><b>Staff Development</b></p> <ul style="list-style-type: none"> <li>• Share and present professional knowledge and expertise with colleagues within the team.</li> <li>• When appropriate provide professional reflective supervision to staff who are not professionally qualified.</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.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>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>• Up to date working knowledge of relevant national and local policy and statutory guidance and legislation in relation to the provision of social care services.</li> <li>• Sound knowledge of social care processes and responsibilities in line with personalisation, self directed support and person centred planning.</li> <li>• An understanding of the principles of confidentiality and information governance and how these apply to social care.</li> <li>• An 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 routinely explain professional reasoning, judgements and decisions made and record these in a clear concise way.</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>• Competent in the use of basic IT skills.</li> <li>• Competent in the use of basic numeracy skills with the ability to understand and explain basic cost information.</li> <li>• Ability and willingness to develop effective professional reflective supervision skills to support less experienced qualified staff.</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>	<p>Professional social work qualification, CQSW or Diploma in Social Work (DipSW), or other relevant qualification recognised by the HCPC.  Registered or in process of registering with the HCPC.  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.  Able to demonstrate understanding of the needs of children/young people in their specialist area  Ability to evidence skills in or willingness to develop Motivational Interviewing practice.  Up to date working knowledge of relevant UK child care law, statutory guidance and Working Together 2018</p>
<p><b>Role Summary</b></p>	<p>Roles at this level provide professional social work, occupational therapy and other support to individuals, children, families and carers living in Surrey in line with the requirements of current, relevant, national legislation and local policies and procedures. They engage with individuals, children, families, groups and communities to assess and intervene and using professional judgement employ a range of interventions promoting choice, control and independence.</p>



