

## Job Description

**Department:** People and Communities

**Division/Section:** Adult Social Care

**Job Title:** Social Worker

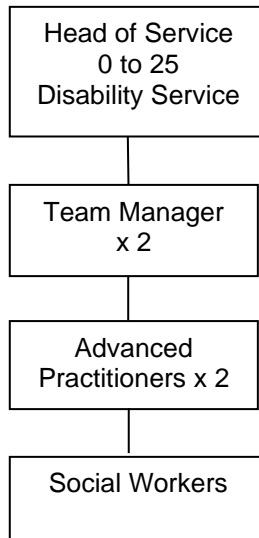
**Post No:**

**Grade:** GR10: £31,371 to £34,788

**Reports to:** Team Manager

**Organisation  
Chart:**

Show immediate  
manager and any  
jobs reporting to  
this post.



**DBS Check  
applicable?**

Basic  Standard  Enhanced  None

**Is post exempt under the Rehabilitation of Offenders Act  
1974 in respect of declaration of spent convictions?**

Yes  No

**Line Management  
responsibility for:**

**No. of direct reports:** None

**No. of indirect reports:** None

**Size of budget:**

state whether *accountable* for (i.e. budget holder) No  
or *accounting* for (e.g. monitoring) No

- Job Purpose:**
- 1. To carry a workload reflecting increasing complexity, risk, uncertainty and challenge, in line with the capability of a social worker with a minimum of one year's post qualification experience in a social work role. Regular supervision will be in accordance with the departmental supervision policy.**
  - 2. To work within relevant current legislation and the procedural framework of Peterborough City Council (the Council).**
  - 3. To work collaboratively with children, young people and families/carers to assess their needs and plan and deliver services in accordance with the social work team's service area.**

**Main Duties and Responsibilities:**

1. Work in partnership with children, young people and families/carers and, through building effective relationships, to elicit their needs and views and promote participation in decision making.
2. Undertake assessments in accordance with statutory/regulatory and operational standards, policy, and procedures for the service and in the context of assessing risk to disabled children and young people.
3. Plan, implement and review a range of interventions for disabled children, young people and families/carers in accordance with statutory/regulatory and operational standards, policy and procedures for the service.
4. Manage a workload independently, seeking support and suggesting solutions for workload difficulties.
5. Make pro-active use of supervision to support effective practice, reflection and career development and to meet the objectives of Performance Development Reviews.
6. Maintain accurate, up to date records safely and confidentially in accordance with the Council's policies and procedures. Produce succinct, well-structured records and reports, clearly recording and reporting analysis and judgements.
7. Pro-actively engage with colleagues and a range of organisations to identify, assess, plan for and support the needs of disabled children, young people and families/carers in order to promote positive change and independence, whilst demonstrating confident and effective judgement about risk to children and young people.
8. Carry out all duties in accordance with the Council's Equal Opportunities Policy and other policies designed to protect employees and service users from harassment. It is the duty of the post-holder not to act in an oppressive or discriminatory manner towards employees or service users. The post-holder should respond to such practice or behaviour by challenging or reporting it.
9. Meet the requirements of the Professional Capabilities Framework, Social Worker level, and of registration with the HCPC in respect of practice standards, conduct and professional development.

**Generic Responsibilities:** To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

The Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

**Flexibility Clause:** Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Council's other sections or departments.

**Variation Clause:** This is a description of the job as it is constituted at the date shown. It is the practice of the Council to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post-holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

**DATE:** April 2019

**COMPLETED BY:** Debbie McQuade

## Person Specification

<b>JOB TITLE:</b>	Social Worker	<b>POST NO:</b>	
<b>GRADE:</b>	10	<b>DEPARTMENT:</b>	People and Communities
<b>HOURS</b>	37 hours		
<b>DIVISION:</b>	Adult Social Care	<b>DIRECTOR:</b>	Wendi Ogle-Welbourn
<b>DATE:</b>	April 2019	<b>COMPLETED BY:</b>	Debbie McQuade

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the values and principles underpinning the involvement of disabled children, young people and families/carers, including the right to access independent advocacy and complaints processes.</li> <li>• Knowledge and application of the legal and policy frameworks and guidance that inform and mandate social work practice in the practice area relevant to the post</li> <li>• Knowledge and understanding of the practice area relevant to the post, including critical awareness of current issues and evidence based practice research.</li> <li>• Knowledge and understanding of the Professional Capabilities Framework as it applies to the Social Worker level.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and application of social work interventions in more than one area of practice.</li> <li>• Knowledge of alternative communication methods with non-verbal disabled children and young people</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively, verbally and in writing, to a range of audiences including disabled children, young people, parents and carers and professional colleagues.</li> <li>• Ability to manage workload independently, maintaining professionalism in more challenging circumstances and seeking support and suggesting solutions for workload difficulties.</li> <li>• Ability to gather information so as to inform judgement for interventions in more complex</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to be a source of reliable knowledge and advice to colleagues.</li> <li>• The ability to use alternative communication methods</li> </ul>

	<p>situations and in response to challenge, clearly reporting and recording analysis.</p> <ul style="list-style-type: none"> <li>• Ability to use a range of interventions effectively and evaluate them in practice.</li> <li>• Ability to use electronic business support processes for maintaining case recording and diary management.</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• At least 1 year's post qualifying experience as a social worker</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with disabled children, young people and families prior to qualification.</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Degree in Social Work or other qualification equal to.</li> <li>• Successful completion of the Assessed and Supported Year in Employment or equivalent Newly Qualified Social Worker programme.</li> <li>• Registration with the HCPC.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of post-graduate study.</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Ability to travel between locations.</li> </ul>	
<b>EQUALITY</b>	<ul style="list-style-type: none"> <li>• Candidates must demonstrate understanding of and acceptance and commitment to the principles of human rights and equality and how they underpin practice.</li> </ul>	
<b>CUSTOMER CARE</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of effective customer care.</li> </ul>	