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's Services**
JE Band	314-370	**Service**	
		Team	
		Date Role Profile was created	**Nov-16**

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.

Role Purpose including key outputs	To provide the social work service of assessment of need, care planning and, as appropriate, child protection investigation, to prevent the separation of children from their families where possible, and to ensure that children and young people are adequately protected in line with departmental policy, procedures and relevant legislation. To support alternative permanent care for children who have to be separated from their families in a timely fashion. To supervise fostering / adoption arrangements. To contribute to ensuring a positive, high profile for Surrey Children's service in its dealings with the public, users and carers and external agencies. Taking guidance from more experienced staff, the role holder will undertake child protection investigations, act as key worker to children/young people with a Child Protection Plan, and undertake all related statutory responsibilities. They will assess and manage the risk involved in protecting vulnerable children and young people with the support of the Team Manager and Service Manager, distinguishing levels of risk for different situations, to prevent harm and abuse. Job holders will also contribute to the regular monitoring and review of services established to facilitate service improvement.
Work Context	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 clients' needs through discussion in supervision.
Line management responsibility if applicable	No line management responsibility but may supervise non-professionally qualified staff, e.g. family support workers on casework and provision of care services, as directed by Team / Service Manager. Making sure that staff act in accordance with procedures and good practice, and assisting in the development of staff.
Budget responsibility if applicable	N/a

Representative Accountabilities Typical accountabilities in roles at this level in this job family	Casework Management • 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. • Demonstrate confident and effective judgement about risk and accountability in decision making. Assessment and Review • 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. 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 harm and their impact on people and be able to identify safeguarding concerns. • Where relevant and with support undertake assessment and planning for safeguarding. Staff Development • 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. Data Quality • 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. • Take responsibility for working within the Directorate's data protection policies. Duties For All Values: To uphold the values and behaviours of the organisation. Equality & 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.

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Relevant professional qualification and Health and Care Professions Council registration where required. • 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. • Sound knowledge of social care processes and responsibilities in line with personalisation, self directed support and person centred planning. • An understanding of the principles of confidentiality and information governance and how these apply to social care. • An understanding of diversity and how it affects practice. • 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. • Ability to routinely explain professional reasoning, judgements and decisions made and record these in a clear concise way. • Ability to write assessment documents, letters, emails and reports in a way that is clear and easily understood by anyone reading them. • 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. • Competent in the use of basic IT skills. • Competent in the use of basic numeracy skills with the ability to understand and explain basic cost information. • Ability and willingness to develop effective professional reflective supervision skills to support less experienced qualified staff.
Details of the specific qualifications and/or experience if required for the role in line with the above description	● Professional social work qualification, CQSW or Diploma in Social Work (Dip SW). This does not apply to existing staff who were appointed to 'care management' positions before 1 December 1998. ● Registered with the Health Social Care Professionals Council or in process of registration. ● This is an first level professionally qualified role. The role holder will have completed their ASYE or moved from a similar level role in another organisation. ● Experience of provision of care services derived from work on practice placements as part of formal study, through previous work in a non- professionally qualified role or work experience in a similar role. ● Willingness to develop supervisory skills, and to take responsibility for own development using relevant practice research, legislation, peer/user feedback and participative supervision and appraisal processes to facilitate social work progression. ● Experience in assessing the needs of, and undertaking direct work with, children and young people, and in working with parents, families, carers and networks to achieve optimal outcomes for children and young people. ● Ability to operate effectively within multi-agency and inter-professional settings. ● Ability to travel round the county to meet the demands of the job.
Role Summary	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.

Role Profile

Part A - Grade & Structure Information

Job Family Code	**10SW**	**Role Title**	**Senior Social Worker**
Grade	PS10SC	**Reports to (role title)**	**Team Manager/ Service Manager**
		Directorate	**Children's Services**
JE Band	371-438	**Service**	
		Team	
		Date Role Profile was created	**Sep-16**

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.

Role Purpose including key outputs	To provide the social work service of assessment of need, care planning and, as appropriate, child protection investigation, to prevent the separation of children from their families where possible, and to ensure that children and young people are adequately protected in line with departmental policy, procedures and relevant legislation. To support alternative permanent care for children who have to be separated from their families in a timely fashion. To supervise fostering / adoption arrangements. The job holder will ensure a positive, high profile for Surrey Children's service in its dealings with the public, users and carers and external agencies. They will act as a mentor to social workers and support their development, and undertake duties of a practice teacher as required. With appropriate training, undertake child protection investigations, act as key worker to children/young people with a Child Protection Plan and undertake all related statutory responsibilities. They will assess and manage the risk involved in protecting vulnerable children and young people, distinguishing levels of risk for different situations, to prevent harm and abuse. Job holders will also contribute to the regular monitoring and review of services established to facilitate service improvement.
Work Context	The role holder is largely autonomous and works with access to guidance from peer networks and more experienced staff. They will take on the more complex cases and will seek advice and guidance from more senior staff where cases fall outside their range of experience. They will liaise with a range of professionals, including more senior levels. They will take on responsibility for supervision of non-professionally qualified staff, following appropriate training on staff supervision and assessment of competence, and mentor newly qualified social workers.
Line management responsibility if applicable	No line management responsibility but may supervise non-professionally qualified staff, e.g. family support workers on casework and provision of care services, as directed by Team/Service Manager. Making sure that staff act in accordance with procedures and good practice, and assisting in the development of staff.
Budget responsibility if applicable	N/a

Representative Accountabilities Typical accountabilities in roles at this level in this job family	Casework Management • Take professional responsibility for managing a complex caseload which will include individuals, children, carers and families who require support and guidance. • 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. Assessment and Review • 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. • 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. Safeguarding • Take the lead in managing positive interventions that prevent deterioration in health and wellbeing whilst safeguarding people at risk of abuse or neglect. • Undertake assessment and planning for safeguarding in more complex cases, and support colleagues by utilising safeguarding skills, in line with current policies and procedures. Staff Development • Play a leading role in practice development, help promote and sustain a learning culture and mentor less experienced staff. • Deliver formal professional reflective supervision and provide guidance and advice regarding casework to less experienced qualified staff. • 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. • As part of the supervision and appraisal process provide support with personal and professional development. Data Quality • 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. • Take responsibility for working within the Directorate's data protection policies. Duties For All Values: To uphold the values and behaviours of the organisation. Equality & 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.

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Relevant professional qualification and Health and Care Professions Council registration where required. • 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. • Understanding of the principles of confidentiality and information governance and how these apply to social care. • Understanding of diversity and how it affects practice. • 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. • Ability to effectively engage with people in complex situations both short-term and building professional relationships over time. • Ability to engage in difficult conversations in challenging situations and with people who may be resistant. • Ability to routinely explain professional reasoning, judgements and decisions made and record these in a clear concise way. • Ability to make skilled professional judgement for interventions including in crises and in response to challenge. • Ability to understand and take account of differentials in power, and use authority appropriately. • 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. • Competent in the use of basic IT skills. • Competent use of basic numeracy skills and the ability to contribute to monitoring discussions regarding the use of budgets and resources. • Experience of providing professional reflective supervision.
Details of the specific qualifications and/or experience if required for the role in line with the above description	● Professional social work qualification, CQSW or Diploma in Social Work (Dip SW). This does not apply to existing staff who were appointed to 'care management' positions before 1 December 1998. ● Registered with the Health Social Care Professionals Council or in process of registration. ● This is an first level professionally qualified role. The role holder will have progressed from an entry level role following work experience and continuing professional development at post graduate level (or equivalent). ● Experience of provision of care services will have derived from working in social care provision in a range of care settings. ● Willingness to develop supervisory skills, and to take responsibility for own development using relevant practice research, legislation, peer/user feedback and participative supervision and appraisal processes to facilitate social work progression. ● Substantial experience in assessing the needs of, and undertaking direct work with, children and young people, and in working with parents, families, carers and networks to achieve optimal outcomes for children and young people. ● Ability to operate effectively within multi-agency and inter-professional settings. ● Ability to travel round the county to meet the demands of the job.
Role Summary	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.