

Rotherham Metropolitan Borough Council

Job and Person Profile: Social Worker	
Directorate: Children and Young People's Services	Service: Social Services
Grade: Band G/H/I/J	Hours of Work: 37hrs per week (see special conditions)
Status: Permanent	Location: Various
Responsible to: Team Manager	
Responsible for: N/A	
Main Purpose and Responsibilities of the Job	
<p>Main Purpose of Job: To provide, with other Locality based staff, a comprehensive, local and personal Social Care Service for Children and Families, in accordance with the requirements of Child Care legislation, Departmental policy and procedures.</p> <p>Key Duties/Areas of Responsibility include:</p> <ul style="list-style-type: none"> • To contribute to the range of voluntary and statutory Social Work activities devoted to working with children and families in need, including situations where there is or suspected to be risk to the safety of the child. • To be involved in the investigation and assessment of children and families in need, in accordance with Departmental Policy and Procedural Guidelines. • To provide ongoing advice and support to children and families, including Key Worker responsibility to children and families where there is a risk to the safety of the child. • To ensure that appropriate Plans, Agreements, reviewing and monitoring arrangements are made in the Child Care cases, including those where Child Protection is a component of intervention. • To assist in the development and servicing of appropriate groups for children, parents and carers for children. • To be involved in the development of preventative intervention strategies and support services for children and families in need. • To contribute to joint working with, and provide support to, other workers in appropriate cases. • To develop links with other agencies in the Locality in matters related to children and families. • To identify client needs in an area and be involved with Line Managers and other staff in examining strategies to meet needs. • To be a source of information relating to local services and practices relevant to work with children and families. • To offer advice to other staff, members of voluntary organisations and the community on matters related to children and families. • To maintain an up-to-date knowledge of legislation, practice and Departmental Policies relating to Children and Young People's Services. • To actively promote the best interests of children and families in need and ensure equal opportunity for all individual children and families are pursued. • To contribute, where appropriate, to Departmental training programmes and other initiatives designed to improve knowledge of work with children and families. • To participate, with other Locality staff, in the provision of services to all client groups, as and when appropriate. • To actively contribute to the identification, analysis, control, reduction and monitoring of all risks or hazards in the planning, operation and maintenance of services. 	

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By:

Special Conditions

The work may necessitate undertaking duties outside normal office hours, within the principal of the 37 hour week and the flexi-time system.

Postholders must be able to travel around the Borough in order to out the full range of duties required of the post.

Progression through grading bands:

This post is career graded and progression through the bands will require the post holder to deal with increasing levels of responsibility, complexity of work and degree of emotional demand appropriate to each band.

General Responsibilities

- To be familiar and comply with all relevant legislation, policies and procedures including:-
Health and Safety, Management of Risk, Data Protection, Standing Orders and Financial Regulations.
- To identify risks within personal objectives, using resources effectively and efficiently and safeguarding assets.
- To ensure equality of opportunity is afforded to all persons both internal and external to the Authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

This is an outline job profile only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed. The aim of the job profile is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.

Person Profile	Essential	Desirable
Knowledge & Experience		
All Bands		
Experience of working with children in need.	*AF/I	
Experience of working in a Local Authority or voluntary setting.	AF/I	
Experience of undertaking risk assessments.	AF/I	
Experience of presenting evidence in court.	AF/I	
Thorough knowledge and understanding of child care theories.	AF/I	
Thorough knowledge and understanding of the Children Act 1989 and other relevant legislation.	*AF/I	
Knowledge of Government initiatives relating to Looked After Children/Children in Need.	*AF/I	
Relevant Degree level qualification e.g. CQSW, Dips SW, CSS, Degree Social Work.	*AF/I/CQ	
Willingness to undertake further training deemed appropriate for the post.	I	
Knowledge of other agencies and their role.	AF/I	
An understanding of Equal Opportunities issues both within the workplace and the community in general.	AF/I	
In addition at Band H		
Post qualifying experience of 1 year.	AF/I/R	
Level 6 qualification.		AF/CQ
In addition at Band I		
Post qualifying experience of 2 years.	AF/I/R	
Childcare Award		AF/CQ
Level 6 qualification.		AF/CQ
In addition at Band J		
3 years' post qualifying experience.	AF/I/CQ	
Childcare Award.		AF/CQ
Level 7 or equivalent level qualification e.g. Masters Degree or Postgraduate Certificate in a relevant field.		AF/CQ
The following apply to all bands:		

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Skills & Abilities		
Ability to effectively meet the demands of the job e.g. dealing with conflict, problem solving, and dealing with difficult situations in a diplomatic and professional manner.	I/R	
Ability to communicate effectively and professionally (both orally and in writing) with a wide variety of people.	AF/I	
Computer literacy and basic keyboard skills.	AF/I	
Ability to maintain up to date, accurate records and documentation.	I	
Ability to contribute to the identification, analysis, control, reduction and monitoring of operational risks.	AF/I	
Core Management Behaviours		
Strategic awareness - works with corporate priorities/policies in a joined up way with others internally and externally. Operates democratically, transparently and accountably. Positive approach to working with people from other disciplines, Social Work Teams and work colleagues.	AF/I/R	
Leadership - inspires and motivates others to deliver their full potential and achieve goals. Demonstrates honesty and integrity. Develops and selects effective solutions to problems and proactively manages risk and change.	*AF/I/R	
Performance Management - challenges the status quo and seeks out best practice to achieve the Council's "Visions". Ensures sustainable development.	*AF/I	
Customer Focus - delivers efficient and effective customer service to internal and external customers. Puts the customer at the centre of operations. Engages and empowers customers. Listens to the customers and learns from experience. Committed to safeguarding and promoting the welfare of children and young people.	AF/I/R	
Equality and Diversity - Takes an equalities approach to managing own behaviour and the behaviour of others. Demonstrates fairness and is worthy of respect. Committed to Equal Opportunities and anti-oppressive practice. Flexible and non-judgemental attitude.	AF/I/R	
Managing with and through People - works with others in a flexible and constructive way. Helps to generate an environment of trust and co-operation. Effective team worker.	*AF/I/R	
Communicating and engaging with others - Communicates facts, ideas and proposals to others in an effective and persuasive manner.	*AF/I/R	
Personal/Physical Requirements		
An enhanced level Criminal Records Bureau check.	CRB	
Exempt from Rehabilitation of Offenders Act, 1974 (all spent convictions to be declared).	AF	
Ability to travel around the Borough in order to carry out the duties of the post.	AF/I	
Able to work flexibly to meet the needs of the Service and its Users, as and when required.	AF/I	
No serious health problem which is likely to impact upon job performance (that cannot be accommodated by reasonable adjustments).	AF/I/R	
Good attendance record in current/previous employment (not including absences resulting from disability).	AF/I/R	

Method of Assessment

AF – Application Form I – Interview R – References GE – Group Exercise P – Presentation
 CQ – Certificate or Qualification OT – Occupational Test CRB – Criminal Records Bureau Check
 MD – Medical Assessment * indicates shortlisting criterion

This specification has been prepared in accordance with the requirements of the Council's Equal Opportunities in Employment Policy. We undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages a disabled person may have. Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview. In the event of a large number of applicants meeting the essential criteria, desirable criteria or occupational testing may be used as a further shortlisting tool.

Completed by..... Designation..... Date.....

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