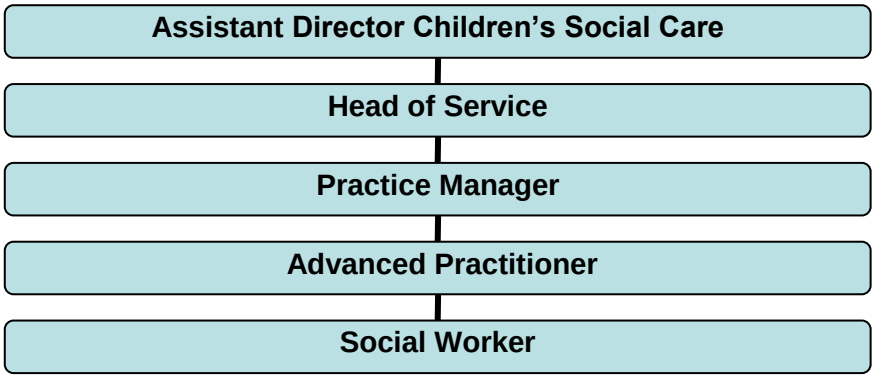
BOROUGH OF ROCHDALE

JOB DESCRIPTION

SERVICE:	**CHILDREN'S SOCIAL CARE**
SECTION:	**ACROSS THE SERVICE**
LOCATION:	**VARIOUS**
JOB TITLE:	**SOCIAL WORKER**
Grade:	GRADE 8 Progression through the grades will be subject to the Rochdale Social Work Progression Pathway Policy and Procedures
Accountable to:	Practice Manager
Accountable for:	None
Hours of Duty:	37 hours per week in accordance with service requirements
Any Special Conditions of Service:	Required to travel within and outside the Borough. For car owners, car mileage payable. An enhanced DBS check is necessary for this position. For positions in First Response/MASS and Sunrise Greater Manchester Police Force Vetting at Level 3 will be required Must be willing to work flexibly The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C. This post is not politically restricted in accordance with the current regulations.

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

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

To provide a high quality professional social work service to children and their families, in accordance with Legislative requirements, the policies and procedures of the Service/Council by :

1. Assessing the needs of individual children and their families for social care service
2. Designing and arranging for provision of appropriate care services
3. Providing direct social work assistance to children and families
4. Establishing and developing effective collaborative working relationships with other agencies in pursuance of effective service provision

Control of Resources

Personnel

None

Financial

Budgets as appropriate, in accordance with delegated authority

Equipment/Materials

To be responsible for the proper use of equipment/materials under the control of the post holder

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework, SW England professional Standards, the Knowledge and Skills Framework (KSF) and the strengthening practice programme.
(As detailed in the attachments).

Relationships

Internal:

Staff of the Children's Social Care Service, staff of other Council Services and Members of the Council

External:

Staff of Local Health Authorities, other statutory agencies, parents, children, other services users, voluntary organisations and community groups.

Responsibilities

The post holder must -

i. Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
ii. Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
iii. Work in accordance with the SW England professional standards.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

1. To ensure that the Council's duties under the relevant legislation are discharged in accordance with Council Policy in relation to individual service users, parents and carers.

2. To assess the needs of children/young people and their families, including the identification of those at risk or in need of protection, and to provide services as appropriate.

3. To determine the most suitable intervention, having due regard to the resources available and to plan, implement and evaluate action taken.

4. To engage effectively with children, young people, their parents and carers, in the delivery of services. To ensure that high standards of customer care are constantly applied across all aspects of service provision.

5. To ensure that the legal/policy/practice requirements, particular to the specialist area in which the post holder operates are fully complied with.

6. To liaise and negotiate effectively with other sections of the Service and other colleagues in other statutory and voluntary agencies in pursuit of effective service provision.

7. To carry and manage a caseload as directed, in accordance with agreed policies and criteria.

8. To effectively review and plan work with children and families.

9. To maintain timely recording of work undertaken in client information systems, and to produce reports etc in accordance with established policies and procedures.

10. To disseminate information to team members and ensure they keep themselves up to date with national and local policy and legislative developments and research on best professional practice. Participate in learning and development opportunities relevant to the post

11. Provide evidence of CPD that meets the requirements of the KSF at Experienced Social Worker level.

Secondary Duties

1. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
2. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Assistant Director (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Attachments

- SW England Professional Standards
- Knowledge and skill statement

Job Description prepared by Pamela Wharton Updated July2020

Rochdale Borough Council
Person Specification

Service :	**Children's Social Care**	**Post:**	**Social Worker**
Section :	**Various**	**Post Number :**	
Job Ref:		**Grade:**	**8**

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you MUST SHOW YOU HAVE to be considered for the job.
The *How Identified* column shows how the Council will obtain the necessary information about you.
If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you MUST include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.
The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

	Criteria	**Essential (E)**	**How Identified:** **AF Application Form** **I Interview** **A Assessment**
	Filter Questions		
1	Do you hold a relevant qualification in Social Care Practice (viz CSS, CQSW, Dip SW, SW Degree) and registered with SW England?	**E**	**AF/Check qualifications and registration at interview**
2	Are you undertaking your training within the Teaching Partnership?	**D**	**AF**
(a)	**Special Working Conditions**		
3	Please confirm you are able to attend evening meetings and weekend conferences on occasions.	**E**	**AF/I**
4	Please confirm that you are willing to travel around the borough and other locations in the region and the country as required.	**E**	**AF/I**
5	Please confirm that you are willing to undertake Greater Manchester Police Force Vetting at Level 3 if you are applying for a post in First Response/MASS or Sunrise.	**E**	**AF/I**
(b)	**Qualification and Experience**		
6	Please provide evidence of relevant qualification(s) in Social Care Practice.	**E**	**AF/I**
7	Please provide details of your experience of undertaking direct work with children and young people.	**E**	**AF/I**
8	Please provide details of your experience to undertake social work assessments with service users.	**E**	**AF/I**
9	Please provide details of your experience to work to deadlines and to organise and plan your work effectively.	**E**	**AF/I**
(c)	**Skills and Knowledge**		
10	Please provide details of your knowledge of social work with children, young people and families.	**E**	**AF/I**
11	Please provide details of your knowledge of social work intervention methods with children and their families.	**E**	**AF/I**
12	Please provide details of your knowledge of relevant legislation relating to children and young people.	**E**	**AF/I**
13	Please provide details of your knowledge of child development and the social care needs of children and young people.	**E**	**AF/I**

14	Please provide examples of your ability to communicate effectively verbally and in writing with service users and colleagues.	**E**	**AF/I**
15	Please provide details of your ability to effectively implement equality and diversity.	**E**	**AF/I**
16	Please provide examples of how you have worked creatively.	**E**	**AF/I**
17	Please provide details on your ability and commitment to work in accordance with the SW England Professional Standards and Knowledge & Skills Framework for social workers at the appropriate level.	**E**	**AF/I**
18	Please give details of your IT skills including the use of Client Information Systems, Microsoft Office, Windows, the Internet and Email.	**E**	**AF/I**
(d)	**Behaviours and Values**		
19	Approach the job at all times using the values set out in the Rochdale Way: • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach Please confirm you are willing to adhere to these values and behaviours.	**E**	**AF/I**