

TAMESIDE METROPOLITAN BOROUGH COUNCIL

CHILDREN'S SERVICES

SOCIAL WORKER - JOB DESCRIPTION

Working arrangements: Hours to be worked flexibly to meet the needs of the service

Post Objectives: To promote and safeguard the welfare of children with additional needs, looked after children and children in need of safeguarding by means of an effective assessment of need and the co-ordination and provision of appropriate services.

Main duties and responsibilities:

- To carry out assessments of children in need, including those in need of protection and looked after children.
- To co-ordinate service provision to meet the needs of those children.
- To carry out reviews and statutory visits in accordance with statutory and service procedures.
- To carry out direct work with children with additional needs using a variety of communication methods including work with their families in order to meet their assessed need.
- To respect and promote the needs of children arising from their disability, racial, cultural, religious and linguistic background.
- To supervise children on behalf of Authority, as directed by the court.
- To recruit, assess and develop foster/kinship carers and adoptive parents as required.
- To engage parents, carers and children in meaningful and open working relationships, to encourage their full participation in meeting the needs of the children.
- To support the development of parents and carers as required in order to achieve best outcomes for disabled children.
- To undertake such work jointly within a multi-disciplinary team and from other agencies.
- To observe all statutory regulations.
- To meet the Standards set by Social Work England and available at [Professional standards - Social Work England](#)
- To attend meetings as required.
- To prepare and present information (both written and oral) to Panels, the Court and other agencies.
- To maintain up-to-date records on all work carried out and to ensure good and effective communication with other professionals involved.
- To attend all regular supervision sessions with the Team Manager as required, taking an active part and preparing for each meeting.
- To participate in all training as required.
- To observe all Council and service policies and procedures in respect of administration and professional practice.
- To contribute to policy making within the service and to the evaluation and review of services.
- To undertake such duties commensurate with the level of responsibility for this post.

Tameside Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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SOCIAL WORKER PERSON SPECIFICATION

1. Educational standard/qualifications/membership of professional body	Category
Social work degree/CQSW/Dip.SW/CSS	Essential
Social Work England registration	Essential
Full driving licence essential unless precluded by disability when reasonable adjustments will be considered.	Essential
An ability to fulfil all spoken aspects of the role with confidence through the medium of English	Essential
2. Specialised training	
Completed Assessed and Supported Year of Employment (ASYE)	Essential
Post qualification training	Desirable
Children Act training	Essential
Achieving Best Evidence training	Desirable
Adoption Act training	Desirable
Foster care recruitment training	Desirable
3. Experience	
Direct work with disabled children using a range of communication methods	Desirable
Direct work with children including children who have been abused	Desirable
Work with parents and carers where abuse has occurred	Desirable
Experience of court and statutory proceedings	Desirable
Experience in joint working arrangements with other agencies	Desirable
Experience of working with looked after children and their carers	Desirable
Child care social work experience	Essential
Experience in recruitment, assessment and support of substitute carers/adopters	Desirable
4. Key Skills	
Skills in needs assessment and risk assessment	Essential
Ability to work effectively in a multi-disciplinary system	Essential
Ability to work jointly across the service and with other agencies	Essential
Ability to communicate openly and honestly with children, parents and carers	Essential
Ability to maintain up-to-date accurate information using IT database	Essential
Ability to relate with children with additional needs effectively	Essential
Ability to work as a member of a team	Essential
Ability to communicate effectively in writing and produce good quality reports	Essential
Able to present information to the public and groups	Desirable
5. Key knowledge	
Understanding of theory of child development	Essential
Understanding of theory of communication with children and families	Essential
Understanding of Children Act 1989 and 2004, Children and Adoption Act 2002, Working Together, child care law and wider legal basis for Social Work intervention relating to disabled children.	Essential
Understanding of counselling theory	Essential
Knowledge and understanding of child protection procedures	Essential
Understanding of anti-discriminatory practice	Essential
Understanding of the mental health needs of looked after children	Desirable
Family functioning and dysfunction	Essential

Knowledge of Fostering Service regulations/guidance	Desirable
Knowledge of Adoption Service regulations/guidance	Desirable
6. Key aptitude and personal qualities	
Ability to be non-judgemental	Essential
Aware of self and own values	Essential
Ability to be assertive	Essential
Self confidence and personal resilience	Essential
Clarity of thought	Essential
Ability to seek out and develop own learning	Essential
For information:	
Category	
(E) essential requirement without which the candidate would be unable to carry out the duties of the post	
(D) desirable features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.	