

Job Description & Person Specification

Families First – Looked After Children Services

Social Worker – Adoption & Kinship

So what gives our organisation its personality?

We do...



September 2015

<i>Families First Looked After Children Services</i>		
Post Title	Grade	Date
Social Worker Adoption & Kinship	9	January 2016

Reporting Relationships

Responsible to: Team Manager

Staffordshire County Council's Vision - Is for a connected Staffordshire, where everyone has the opportunity to prosper, be healthy and happy.

The Outcomes - The people of Staffordshire will:

- Be able to access more good jobs and feel the benefit of economic growth
- Be healthier and more independent
- Feel safer, happier and more supported in and by their community

Staffordshire County Council is one of the largest local authorities in the UK and provides a broad range of services to its citizens. We are at the start of a significant transformation agenda to improve the way we ensure positive outcomes for all of the communities and citizens of Staffordshire, working in partnership with all public sector organisations across the County.

Vision Statement for Families First

'To work with partners and families in Staffordshire to enable vulnerable children and young people to be safe and secure; to promote physical and emotional well-being and to help them achieve their full potential within their communities'.

This shared vision has been developed by a range of people involved in and committed to high quality, strong and effective children and families' services in Staffordshire. It incorporates views and ideas from managers, front-line practitioners and service users who will be the key contributors to making the vision a reality.

Purpose and values of working with children and families

Families First works closely with partner organisations and our approach is built on the firm foundations of an integrated 'team around the family'. We facilitate local support and evidence-based intervention for children and families to prevent needs escalating to a level requiring statutory specialist services. Where specialist services are needed, we ensure that timely and effective decisions are made to secure the best outcomes for a child's future.

Our staff and services are based in localities to provide easy access to families and we work with schools and academies, with Police, health services and a range of other partners through our Local Support Teams to prevent children, young people and families requiring more intensive support.

Our Core Purpose – What we do to help vulnerable children and young people in Staffordshire:

- Ensure resources are used in the most effective and efficient way to achieve sustained improvements to the lives of children, young people and families.

We will share information with commissioners and partners to develop effective and efficient services.

We'll know we have succeeded when we can provide evidence that we are achieving our core purpose within the resources available.

- Work with children, young people and families that are at risk of their needs escalating to a level that requires statutory intervention.

We will invest in services to prevent needs escalating and will recognise that children's needs are best met within their own family and community, where this is safe to do so.

We'll know we have succeeded when an increased proportion of children, young people and families report improved outcomes.

- Involve and engage children, young people and families in aspects of the services that we develop and deliver.

Families First is committed to involving and engaging children and young people, and we will ensure that our services continue to be fully responsive, that practice is focused on children and young people's needs and that their views are built into the design and delivery of services from the outset.

We'll know we have succeeded when children, young people and their families tell us they are satisfied with our services; that they feel involved and we can provide evidence of where we have acted on service user feedback.

- Share responsibility with partners to achieve positive outcomes for children and young people.

Working with our partners we will deliver services to children and young people to achieve positive outcomes that respond to and meet individual and locality needs.

We'll know we have succeeded when we have evidence to show that shared outcomes have been achieved.

Looked After Children Services

The Service's function is to ensure that all Staffordshire's Looked After Children and Care Leavers achieve their full potential. The Service works in partnership with children, families and other professionals to promote resilience and improved outcomes for children by providing and supporting non-stigmatising, stable placements and after care arrangements.

Disability Resources

The Service's function is to provide a range of flexible short breaks to meet the needs of disabled children and their carers.

Short breaks take place during the day, evening, overnights, or weekends, and activities and can take place in the Resource Centre, Family Link, home or community setting.

Disability Resources work closely with disabled children, their parents and carers and a range of other professionals, including Independent Futures, to facilitate short break packages to provide a range of positive opportunities for disabled children and give parents and carers a break from their caring responsibilities.

Key Accountabilities:-

- To carry out a range of Social Work tasks as allocated by the Team Manager (or Team Co-ordinator in the absence of Team Manager).
- Holding and managing a full caseload, prioritising all work in accordance with the Directorate's Policies and Procedures, standing orders, budgets and all relevant legislation.
- Complying at all times with the policy and procedures of Families First in respect of all aspects of work.
- Ensuring that all work is completed within the stated timescales in accordance with both national and local policy.
- Planning, carrying out and monitoring all activities required for individual children and families to ensure that they achieve their assessed outcomes.
- Undertaking regular reviews of individual children's and families situations and to use the outcome to formulate new arrangements and plans in conjunction with service users and other agencies.
- Maintaining client records (electronic and paper) in line with Directorate policies and procedures within the framework provided by the Integrated Children's System in relation to recording information about children and families.

- Participating in regular supervision or consultation with the Team Manager (Team Co-Ordinator) and ensuring that they are always made aware of significant issues in respect of children and families.
- Providing high quality and timely assessments and reports in the agreed format for Court's, Child Protection Case Conferences, Statutory Reviews and any other forum as directed by the Team Manager (or Team Co-ordinator).
- Working in partnership with colleagues within the Directorate and also outside agencies in order to achieve identified outcomes for vulnerable children in their service area.
- Ensuring that work they are responsible for contributes to the achievement of all agreed performance targets at an individual, team and divisional level.
- Participating in the formulation of new initiatives, and policy across the Directorate as appropriate.
- Attending and contributing to training courses as agreed with line management and to ensure personal development is maintained in accordance with the requirements of the Health Care Professionals Council.
- Supervising and supporting the professional development of social work students and non social work qualified staff on the team when required.
- Operating at all times within the professional ethics and disciplines of Social Work as described in the BASW code of ethics and the Health Care Professionals Council codes of practice.
- Developing good working relationships with other agencies and other colleagues in the Directorate.
- Any other duties commensurate with the grading and nature of the post although.

Professional Accountabilities

Additionally, the post holder is required to contribute to the achievement of the Council, Directorates, Strategic HR and individual objectives through:

Financial Management

- Personally accountable for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service area.

People Management

- Participation and contribution in the Personal Performance Review process.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council Health & Safety policy.

Safeguarding

- To be committed to safe guarding and promoting the welfare of children and young people/vulnerable adults.

The content of this job description and person specification will be reviewed on an annual basis in line with the Directorate's training and development review policy.

Person Specification

A = Assessed at Application
I = Assessed at Interview
T = Test

Minimum Criteria for Two Ticks *	Criteria	Measured by
 	<p>Qualifications/Professional membership</p> <ul style="list-style-type: none"> Professional Social Work qualification (DIP SW, CQSW, CSS) or other Registration with the Health Care Professionals Council To be working towards or completed AYSE. To be willing to work towards or gained the approved children and families practitioner status. 	<p>A/I</p> <p>A/I</p> <p>A</p> <p>I</p>
    	<p>Experience and Knowledge</p> <ul style="list-style-type: none"> Understanding of the key pieces of legislation in place in respect of children's welfare & safeguarding Understanding of "Assessment Framework" A clear understanding of "Working Together to Safeguard Children", "Care Matters" and "Care Planning Regulations" Understanding of the structures and systems in place which provide the framework for undertaking all relevant duties Understanding of the effects of problematic situations experienced by the children and families with whom we work Sound knowledge of child development Knowledge of family dynamics and effect on children's lives Knowledge of the effects and disability and chronic illness on children and families 2 years post qualification experience (3 years for adoption practice) Relevant training and experience in safeguarding Experience in a wide range of aspects of the social work role 	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>A</p> <p>A</p> <p>A/I</p>
 	<p>Skills</p> <ul style="list-style-type: none"> An ability to undertake high quality timely assessment, planning, monitoring and review of individual cases An ability to involve children, their parents and other relevant carers in the processes outlined above The ability to work as part of a team and to contribute to the development of services through a team approach Skills in direct work with children and adults 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

	<ul style="list-style-type: none"> • Good communication skills at all levels • Ability to prioritise work and manage competing demands • Good recording and report writing skills • High standards of ICT literacy and skills • Care Driver (suitable adjustments made in line with Disability Discrimination Act 1995) • Ability to work in partnerships with other agencies supporting children in achieving their identified outcomes 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
	<p>Other</p> <ul style="list-style-type: none"> • Commitment to Equal Opportunities and anti-discriminatory practice • A flexible approach to undertaking the social work task • Commitment to high quality services for children and their families • Commitment to personal growth and development 	<p>I</p> <p>I</p> <p>I</p> <p>A/I</p>

 If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the
HRSSC Recruitment Team on 01785 276480

The Behaviour Framework relating to this role is: **Role Type B**