



THE VALE OF GLAMORGAN COUNCIL

JOB DESCRIPTION

DESIGNATION/POST TITLE	:	Social Worker
POST NUMBER	:	
DEPARTMENT/DIRECTORATE	:	Social Services
DIVISION/SECTION	:	Children & Young People Services
LOCATION	:	Barry
POST GRADE	:	Grade H , SCP 31 -36 OR Grade I , SCP 36 - 41
		Salary on appointment will depend upon qualification and experience as determined by the appointing officer. There is no automatic progression from Grade H - Grade I. However once you have progressed to the top of Grade H (SCP 36) you may apply for your post to be regraded to Grade I based on the Council's Social Worker Career Progression Framework.
RESPONSIBLE TO	:	Team Manager
RESPONSIBLE FOR	:	Providing social work support to children, young people and their families or carers
LIAISON	:	Service users, other professionals, voluntary organisations, officers of all levels within the Council.
MAJOR PURPOSE OF POST	:	To provide a direct social work service to children, young people

and their families/carers, in line with the relevant legislation, guidance, regulations and national standards.

MAIN DUTIES AND RESPONSIBILITIES

The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

- To provide a consistent and quality service to all service users, families and carers.
- To work in partnership with service users, families/carers, other professionals and agencies both internally and externally.
- To promote and represent positively the work of the Directorate with all partner agencies.
- To undertake service user assessments including assessments of need and assessments of risk, in line with Directorate and national standards
- To undertake case planning and reviewing responsibilities in line with Directorate and national standards.
- To take responsibility for ensuring the flexible use of all available resources to meet identified service user need within agreed Divisional parameters including budget.
- To be aware of and have an understanding of all relevant legislation, guidance, policy and procedures, good practice guidelines, national standards and the principles of Best Value.
- To attend all relevant meetings, reviews and court hearings, producing reports, giving evidence verbally and in writing as required, and to, at all times, represent the Directorate in a professional manner.
- To maintain accurate and up to date social care records, both electronically and on hard files, including ICS, in relation to each child or young person in line with Directorate policy.
- To provide information and prepare reports for the Operational Manager or Team Manager as required.
- To professionally manage a caseload consistent with responsibilities and grade.
- To participate fully in professional supervision consistent with the Directorate Supervision Policy and Workload Management Policy.
- To maintain Social Work Registration with the Care Council for Wales

- To take responsibility for your own continuous professional development including updating knowledge about the relevant legislation, standards, practice, guidance and research that impacts on the provision of social care services.
- To take part in training and Team Meetings.
- To contribute to the development of an Annual Team Service Plan.
- To assist the Team Manager in meeting the annual performance targets for the team.
- To assist the Team Manager in ensuring good practice is promoted and enhanced within the team.
- To participate as required in inter-departmental planning arrangements and project work on a regular or ad-hoc basis.
- To assist training officers and others in developing and delivering appropriate training for staff in relation to service specific/specialist issues in line with the registration requirements of the Care Council for Wales.
- To undertake out of hours support to foster carers on a rota basis where this is a requirement of the post and team e.g. Placements and Permanency.
- Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures
- To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties
- To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.
- To implement the principles of the Council's Environment Policy while carrying out the above duties.
- To report without delay any safeguarding concerns to the appropriate safeguarding officer.
- Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.

To attract Grade H

- **Newly qualified Social Workers, less than 2 years post qualified / practising experience**

- Prepared to undertake studies to meet the registration requirements within the Care Council for Wales CPEL framework

To attract Grade I

Essential

- Social workers with in excess of 3 years practising work experience
- Working with more complex cases
- Supervising student Social Workers
- Provide Supervision, coaching and mentoring
- Practice Assessor
- To participate fully in professional supervision consistent with the Directorate Supervision Policy and Workload Management Policy
- Meet the requirements of the Social Worker Career Progression Framework

May also include

- AMHP/BIA or DoLS Assessor

SIGNED: **DATED:**
(Director/Head of Service)

SIGNED: **DATED:**
(Post holder)