

JOB PROFILE

Job title:	Social worker – Referral and Assessment
Pay Band:	AFC – 29-32
Directorate:	Specialist Children’s Service
Operational area:	Kingston and Richmond
Reports to:	Team Leader

VISION FOR ACHIEVING FOR CHILDREN

Achieving for Children is passionate about ensuring the best possible outcomes for children and young people and will deliver the services they need to live safe, happy, healthy and successful lives.

WHO WE ARE

Achieving for Children is a community interest company created by the London Borough of Richmond upon Thames and the Royal Borough of Kingston upon Thames to deliver their children’s services. The company has delivered services since 2014. The Royal Borough of Windsor and Maidenhead joined the company in 2017. The Director of Children’s Services is responsible for the delivery of early help, health, social care and education services in their local area, either Kingston and Richmond or Windsor and Maidenhead. Corporate support services, such as ICT, HR and finance, are delivered company-wide. These services are led by the Chief Operating Officer, who is also responsible for company governance and for ensuring it delivers its contractual obligations to its commissioning Councils.

Achieving for Children continually reviews its structure and business practices in order to provide the best possible services for children, young people and their families in the most effective and efficient way. As a result, the key tasks in any job profile may be varied and the post-holder will be expected to take on such variations and duties consistent with the level of responsibility of the post.

CONTEX

Based in our three Clusters, the Referral and Assessment Teams respond to all children’s social care referrals received by the Single Point Assessment team (SPA).

Referral and Assessment investigate concerns about a child's safety or wellbeing, make an assessment of the risk and protective factors in the family and decide on the most appropriate course of action. This includes strategy discussions, single assessments, S47 investigations, initial accommodation to local authority care, initial child protection conference, initial care proceedings, and initial statutory reviews. The team will complete short term work with families for up to 12 weeks in order to meet identified need and prevent long term involvement.

PURPOSE AND RESPONSIBILITIES

To deliver all aspects of high quality social work provision to children and their families to support them improve outcomes. To undertake cases independently and demonstrate an ability to adapt the approach from first principles to deal with more complex or unusual cases, assessing and managing risks appropriately.

Job content is listed below:

Operations and supervisory

1. To safeguard and promote the welfare of young people, giving due consideration to their race, culture, religion and linguistic background.
2. To manage an agreed caseload of children and young people in compliance with casework objectives, statutory and departmental policy and procedural requirements, consistently maintaining the highest level of professional standards.
3. To undertake direct social work responsibilities as an allocated worker to the children and young people assigned, investigating concerns regarding a child or young person's safety or wellbeing, make an assessment of the risk and protective factors in the family and decide on the most appropriate course of action.
4. To work to range of legal options to support investigation and protection and accommodation; if required give evidence in court; using contingency planning to anticipate complexity and changing circumstances.
5. Complete short term work with families for up to 12 weeks in order to meet identified need and prevent long term involvement.
6. To work with children and young people, families, carers and communities to formulate care plans in partnership, based on their assessment of need, enabling them to clarify and express their needs and contribute to their planning;
7. To ensure the planning and review of statutory work with children and young people is in accordance with statutory regulation and to produce written reports and other documentation for this purpose.

8. Maintain and update case notes and other records, write reports as required; if required, give evidence in court in relation to care proceedings.
9. To prepare and maintain case records and other casework information on the Integrated Children's System (ICS), in accordance with the department's policy and timescales.
10. To demonstrate the standards of proficiency as required by the HCPC in order to maintain registration.
11. To maintain an awareness of own professional limitations and knowledge gaps. To make effective use of supervision and appraisal as an opportunity to critically reflect on casework and to identify learning and development needs to continually improve upon practice; and to support continual professional development.
12. To raise and address (where appropriate) issues of poor practice, internally through the organisation, and then independently if required.
13. To work within the organisation's professional policy and procedures and code of conduct.
14. To be flexible and able to be deployed in commensurate post across Achieving for Children in line with business need.

Performance

1. To participate in the monitoring of service delivery against agreed targets, timescales and resources, taking action as appropriate to achieve desired outcomes.
2. To champion and support continuous professional development within the team.

Communications

3. To ensure effective communications are conveyed in a timely, transparent and coherent manner.
4. To keep staff and stakeholders informed of information that affects them and influences service development.
5. To establish and maintain good communication across children's social care and with departments and agencies to facilitate the improvement and development of the service.

6. To seek, listen to, and respond to the views and ideas of staff and stakeholders, encouraging and actively engaging in positive communications and working relationships.
7. To promote the service professionally and positively with partners.

General

8. To ensure that the highest quality services are provided, within the resources available, and are responsive to the expressed needs and aspirations of residents/users regardless of backgrounds, lifestyles and abilities.
9. To demonstrate a commitment to own personal and professional development and to developing and coaching others.
10. To work on service and system developments including the use of ICS.
11. To undertake project work and produce reports and deliver presentations as required.
12. In the performance of all your duties, and in particular in the support and management of staff, to implement all Achieving for Children policies and procedures necessary to meet customer care needs and to reflect the Achieving for Children's vision and values.
13. Champion the promotion of diversity and equalities in all aspects of service delivery and people management; demonstrate confident application of ethical reasoning to professional practice and decision making.
14. Ensure the wellbeing of employees and service-users by actively promoting and complying with health and safety regulations, policies and procedures.
15. Working to accredited children and family practitioner level of the Knowledge and Skills Statement.

ORGANISATIONAL VALUES

Trust - I am reliable, others can count on me to undertake tasks and deliver on what was agreed. I will do what I said I would do. I will encourage open and honest communication, and model clear and fair professional boundaries.	Essential	Interview
Respect - I will listen to and value other people's perspectives and differences. I will show empathy and humility in the way I communicate.	Essential	Interview
Empower - I help others to realise their ability and potential, and show emotional intelligence in my approach. I show appropriate and respectful use of the power given to me in my job or position and I use this to encourage and enable others.	Essential	Interview

QUALIFICATIONS AND EXPERIENCE

Qualifications

Educated to degree level with appropriate professional Social Work qualification (CSS/CQSW or DipSw, MA SW, BA Hons SW)	Essential	Application
Current HCPC Registration	Essential	Application
Successful completion of an ASYE programme (If qualified since September 2012)	Essential if applicable	Application
Working towards accreditation against the Knowledge and skills statement at practice supervisor level	Desirable	Application

Links to the Knowledge and Skills Statement			
KSS Domain	Prompts	Essential/ Desirable	A/I/T
1. Relationships and effective direct work	<ul style="list-style-type: none"> ● Proven experience of building effective relationships with children, young people and families. ● Knowledge of gathering evidence through the use of direct tools to help determine risk to children and inform assessments 	Essential	Application/ Interview
2. Communication	<ul style="list-style-type: none"> ● Good verbal and listening skills when working with families, encouraging the voice of the child and acting professionally when faced with hostile reactions. ● Clear and concise when communicating in written formats and verbally with service users and other professionals. 	Essential	Application/ Interview
3. Child development	<ul style="list-style-type: none"> ● A good understanding of how the varying factors of a child's life play a part in their development. ● Ability to adapt how you work with young people in response to issues that may impact a child's development and the environments in which you are in contact with them. 	Essential	Application/ Interview
4. Adult mental ill health, substance misuse, domestic abuse, physical ill health and disability	<ul style="list-style-type: none"> ● A good knowledge of the varying factors that affect a parent's ability to care for their child and identify early warning signs of when these may lead to harm. ● A good knowledge of other professional organisations that can be employed to support parents with different issues. 	Essential	Application/ Interview
5. Abuse and neglect of children	<ul style="list-style-type: none"> ● Experience of working on cases with the various forms of abuse and neglect the pose a threat to children and young people. ● Experience leading on and sharing information with partner agencies in aid of a child protection investigation. ● (To be completed by hiring manager) 	Essential	Application/ Interview

6. Child and family assessment	<ul style="list-style-type: none"> ● Experience of writing a child and family assessment. ● Experience of using various evidence based tools and accounting for family history to inform assessments. 	Essential	Application/ Interview
7. Analysis, decision-making, planning and review	<ul style="list-style-type: none"> ● Ability to provide solutions to solving the problem family's face including ability to test multiple hypotheses. ● Able to use evidence and professional judgement to make decisions and determine the risk of future harm. 	Essential	Application/ Interview
8. The law and the family and youth justice systems	<ul style="list-style-type: none"> ● Knowledge of the legal powers and key duties with when working with children and young people, including key legislation both locally and nationally. ● Experience of seeking further advice and guidance on key issues relating to a range of legal issues that affect children and families. 	Essential	Application/ Interview
9. The role of supervision	<ul style="list-style-type: none"> ● Able to recognise professional limitations and seek advice within regards to them and working collaboratively to resolve problems. ● Ability to reflect on personal impact of working in a complex role. 	Essential	Application/ Interview
10. Organisational context	<ul style="list-style-type: none"> ● Understanding of the key values of AfC and ability to promote them in your everyday conduct. ● Ability to maintain personal and professional credibility through working with the wider organisation. 	Essential	Application/ Interview

Knowledge, skills and abilities

Is able to manage priorities and work under pressure displaying initiative and creativity	Essential	Application/ Interview
Is able to influence, develop and change the motivation and behaviour of people to achieve objectives.	Essential	Application/ Interview
Ability to demonstrate a high level of determination, personal drive, energy and ambition to achieve challenging targets and improve outcomes.	Essential	Application/ Interview

Strong organisational ability, including the ability to work on initiative and to prioritise workloads to meet agreed deadlines.	Essential	Application/ Interview
Knowledge and understanding of data quality, information security and sharing requirements.	Essential	Application/ Interview
Experienced in the use of ICT, including MS Word, Outlook and case record management systems	Essential	Application/ Interview
Knowledge of a range of business systems and software applications and a high standard of ICT literacy; ability to understand new technologies and their potential.	Essential	Application/ Interview

Ability to demonstrate a high level of determination, personal drive, energy and ambition to achieve challenging targets and improve outcomes.	Essential	Application form and interview
Commitment to an organisational culture and the development of services that value equality and diversity.	Essential	Application form and interview

This job profile is provided for guidance only. It will be reviewed, updated and amended in accordance with the changing needs of Achieving for Children and the specific requirements of the role.

Updated: September 2019