

JOB PROFILE

JOB TITLE	Case Progression Officer & Parenting Assessor
GRADE:	AfC Scale Point 47-50
JOB FAMILY:	Social work
DIRECTORATE:	Children's Social Care
REPORTS TO:	Associate Director - Safeguarding
RESPONSIBLE FOR:	No direct reports

1. VISION FOR ACHIEVING FOR CHILDREN

We support children to live safe, happy, healthy and successful lives.

2. CONTEXT

Achieving for Children was created by the London Borough of Richmond upon Thames and the Royal Borough of Kingston upon Thames and is commissioned to deliver children's services on behalf of the two local authorities. We provide children and their families with the support and services they need to live happy, healthy and successful lives.

Achieving for Children is divided into five key business areas: Education, Early Help; Children's Social Care; Special Educational Needs and Disabilities; and the Company (Standards and Improvement and Finance and Resources). Each business area is led by a Director or Associate Director.

Achieving for Children is implementing a new Cluster Model of service delivery. Our new model focuses on providing a range of services for children and families in their local area, based on need, not professional structures. Our Clusters are supported by Central Teams, including the Leaving Care service, that deliver organisational wide functions which are too small or too specialist to be split across geographical areas.

Based in our three Clusters, the Child Protection Teams work directly with children who are subject to a Child Protection Plan, or who have Child in Need status, and their families. This will include: Strategy discussion (open cases) Child Protection Conference Review; and Child In Need Planning and Review. The team work to a 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.

The Safeguarding teams will transfer cases to the Permanence service when it is clear that
permanence away from home will be the outcome.

3. JOB PURPOSE

To improve the quality of Local Authority evidence presented to the court

4. RESPONSIBILITIES

1. You will devise systems and strategies to reduce the delay caused by additional assessments by tracking cases and creating a learning environment that will enable social workers to improve practice.
2. To monitor and Track Cases currently in Court (also will monitor pre-proceedings work)
3. Ensure an overarching quality assurance function is in place
4. Enable staff to meet the requirements of the new PLO through coaching, mentoring and support
5. Share regular feedback performance data with senior management
6. To attend external meetings with partner agencies
7. To promote a “project management” approach to Court cases
8. To set up a strategy that can identify immediate risk and can deploy urgent and intensive family support to cases

General

1. To demonstrate a commitment to own personal and professional development.
2. To participate in arrangements for supervision, appraisal and training in accordance with departmental policy and procedure.
3. To ensure that the highest quality services are provided to the citizens of Richmond and Kingston, within the resources available, and are responsive to the expressed needs and aspirations of Council residents/users regardless of backgrounds, lifestyles and abilities.

4. To champion diversity and equality in all aspects of service delivery and people management.
5. To commit to the wellbeing of staff and actively promote Achieving for Children Health and Safety policies
6. To undertake any other duties commensurate with the grade of the post, as may be required from time to time, including attending meetings outside of normal working hours.

5. ACHIEVING FOR CHILDREN'S PROMISES

We will put children and young people first	Essential
We will embrace diversity and champion inclusion.	Essential
We will be resourceful, adaptable and Dependable.	Essential
We will nurture strong, responsive and caring relationships.	Essential
We will value and invest in our staff to deliver innovative and quality services.	Essential
We will work with our customers to deliver the most effective solutions for them.	Essential

6. QUALIFICATIONS

Qualifications	
Evidence	Essential/ Desirable
Educated to degree level with appropriate professional Social Work qualification (CSS/CQSW or DipSw, MA SW, BA Hons SW)	Essential
Current HCPC Registration	Essential
Successful completion of an ASYE programme (If qualified since September 2012)	Essential if applicable
Practice Teaching Award, Enabling others award or equivalent (Stage 1 or 2 award)	Desirable

Working towards accreditation against the Knowledge and skills statement at practice supervisor level	Desirable
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7. SKILLS AND KNOWLEDGE

Skills and ability	
Evidence	Essential/ Desirable
Is able to manage priorities and work under pressure displaying initiative and creativity	Essential
Is able to influence, develop and change the motivation and behaviour of people to achieve objectives.	Essential
Ability to demonstrate a high level of determination, personal drive, energy and ambition to achieve challenging targets and improve outcomes.	Essential
Strong organisational ability, including the ability to work on initiative and to prioritise workloads to meet agreed deadlines.	Essential
Knowledge and understanding of data quality, information security and sharing requirements.	Essential
Experienced in the use of ICT, including MS Word, Outlook and case record management systems	Essential
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

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

February 2018