

## JOB PROFILE

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<b>Job title:</b>	<b>Senior Practitioner – Referral and Assessment team</b>
<b>Grade:</b>	<b>SW 41 - 44</b>
<b>Job family:</b>	<b>Social Worker</b>
<b>Directorate:</b>	<b>Children’s Social Care</b>
<b>Reports to:</b>	<b>Team Manager – Referral and Assessment</b>

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### **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.*

### **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. Our vision for Achieving for Children is simple: by bringing together professional expertise from the two founding local authorities, and by putting children and young people at the heart of everything we do, we will be able to deliver improved outcomes for families and give children and young people the best start in life.

Achieving for Children is divided into seven key business areas: Children’s Social Care; Education; Early Help; SEN and Disabilities; Health Partnerships; Standards and Improvement; and Finance and Resources. Each business area is led by a Director or Associate Director who reports to the Chief Executive Officer. Achieving for Children deliver their safeguarding services alongside of their family support services through a Cluster delivery model. The Clusters are based in Chessington, Kingston and Twickenham.

The Referral and Assessment Team respond to all children’s social care referrals received by the Single Point Assessment team (SPA). The team undertakes a range of assessments and care planning work including comprehensive Child & Family Assessments, initial care proceedings, strategy discussions and S47 investigations, initial accommodation to local authority care, initial child protection conference and S7/S37 court work.

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 subject to changes.

## **PURPOSE AND RESPONSIBILITIES**

The post holder will have a major contribution to make to the delivery of our vision and strategic priorities set out in the Children and Young People's Plan, by delivering all aspects of high quality social work provision to children and their families. 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.

The Senior Practitioner in the Referral and Assessment Team will have proven and extensive experience post in order to respond to all children's social care referrals received by the Single Point of Access team. An experienced practitioner with specific responsibilities for dealing with the more complex referrals and cases, and competent and experienced in identifying and managing of risk. The Senior practitioner will have at least 2 -3 years' experience post their newly qualified year. The Senior Practitioner will develop and share with others specialist knowledge while undertaking a range of assessment and safety/care planning work including;

- Child & Family Assessments
- Strategy Meetings and section 47 Investigations
- Initial Child Protection Conference
- Initial Care Proceedings
- Initial accommodation to local authority care
- Child in Need meetings
- Safety planning
- Public Law Outline

**Job content is listed below:**

### **Professional**

1. Holds caseload of more complex cases: provides formal and informal advice and support to other Social Workers in relation to their cases.
2. May be asked to provide casework consultation to other Social Workers in the team. May also supervise students, trainees, less experienced professional team members, support ASYE or volunteers.
3. To Investigate complaints of alleged neglect, abuse or ill-treatment of children; undertake assessments and, where appropriate, arrange accommodation for children, young people; maintaining appropriate personal/professional boundaries;

4. Work to a range of legal options to support investigation and protection.
5. Contribute to planning/reviewing the cases of children in care; supervise fostering /adoption arrangements.
6. Undertake preventative work with families in order to reduce the need for care or accommodation.
7. Work with children and young people, families, carers and communities to help them make informed decisions, enabling them to clarify and express their needs and contribute to service planning.
8. Liaise with colleagues in own and other departments and external agencies in order to gather information relevant to assessment and care planning activities.
9. Write reports as required which will include court statements; give evidence in court in relation to care proceedings.
  
10. 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;
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 CPD. To demonstrate the standards of proficiency as required by the HCPC in order to maintain registration.
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.

## **Communication**

14. Ensure effective and timely communication within and across the business unit, so that key messages are conveyed to employees, partners, suppliers and other stakeholders in a consistent way.
15. Promote mechanisms to seek out, listen to and respond to the views and ideas of managers, employees, partners and other stakeholders (particularly children, young people and their families) in order to ensure services are relevant, responsive and truly focused on meeting identified needs.

16. Engage in and promote effective networking at local, regional and national levels to ensure that services are responsive to national developments and leading practice; seek out opportunities to promote the work and services of Achieving for Children in order to develop and grow the business.

### **General**

17. To keep abreast of changing contexts at local and national level, and take account of these in social work practice;
18. To take an active role in inter-professional and inter-agency working building own professional network and collaborative working across other organisations;
19. To champion diversity and equality in all aspects of service delivery; demonstrate confident application of ethical reasoning to professional practice;
20. To promote well-being at work and actively promote RBK Health & Safety policies;

To undertake any other duties commensurate with the grade of the post, as may be required from time to time.

### **VALUES AND BEHAVIOURS**

Evidence that you put children and young people first.	Essential	Interview
Evidence that you work in partnership to improve services.	Essential	Interview
Evidence that you focus on quality and innovation.	Essential	Interview
Evidence that you listen and learn to develop the organisation.	Essential	Interview
Evidence that you champion inclusion and value diversity.	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 form
Current HCPC Registration	Essential	Application form
Successful completion of the ASYE programme if relevant (qualified after July 2012)	Desirable	Application form

### Experience

Extensive experienced of applying in practice, the principles of child care legislation relating to child protection, looked after children and the provision of services to children in need	Essential	Application form and interview
Strong analytical, and planning skills for assessing, and reviewing children and young people's needs, and planning packages of care across range of cases; able to explain professional reasoning judgements, and decision making	Essential	Application form and interview
Experience of applying critical reflection and analysis to increasingly complex cases	Essential	Application form and interview
Demonstrable knowledge and application of a range Interventions with children, young people and their families	Essential	Application form and interview
Experienced in undertaking child protection investigations assessments of needs; assessment & appropriate management of risk; ensuring the delivery of agreed programme of care;	Essential	Application form and interview
Experienced in managing an allocated		

caseload; planning and organising workload to meet statutory timescales and local policy respond appropriately and independently (as appropriate) to unanticipated problems	Essential	Application form and interview
Experienced in writing reports for court, attending court and giving evidence in care proceedings	Essential	Application form and interview
Confident using a supervision framework to support effective practice, reflection and career development.	Desirable	Application form & Interview
Experienced in providing direct professional social work to children and their families; undertaking regular visits to client's homes, and care establishments. Experience in exposure to disagreeable, unpleasant environmental, people related conditions	Essential	Application form and interview
Experienced in the use of ICT, including MS Word, Outlook and case record management systems	Essential	Application form and interview
Experience in the use of the Integrated Children's System Liquid Logic "Protocol"	Desirable	interview
Meet the requirements of the Professional Capabilities Framework, Experienced Social Worker level	Essential	Application form and interview

### **Knowledge, skills and abilities**

<p>Demonstratable knowledge and understanding of Children Act 1989 and 2004; including awareness of current National policy drivers effecting children's social care, and new evidenced based research.</p> <p>Knowledge of theory and practice of care assessment, planning, detailed knowledge of relevant legislation and its application; acquired through professional qualification in social work plus minimum of 1 year</p>	Essential	Application form and interview
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<p>supervised experience in relevant field post ASYE</p> <p>Excellent verbal and written communication skills, including the ability to use different communication styles and techniques to present ideas and influence others.</p> <p>Play a positive role in practice development within the team, through mentoring and modelling good practice in assessment, interventions, inter- professional and inter-agency work.</p> <p>Is able to manage priorities and work under pressure displaying initiative and creativity;</p> <p>Displays a commitment to the protection and safeguarding of children, young people and adults at risk of abuse.</p> <p>Is able to communicate effectively with children and young people, their families, and other professionals in a transparent and honest way.</p> <p>Provide professional social work support, develop effective relationships and manage conflict.</p> <p>Is able to influence, develop and change the motivation and behaviour of people to achieve objectives;</p> <p>Is able to manage the performance or supervision of an activity with a specific objective</p> <p>Make pro-active use of supervision to support effective practice, reflection and career development and to meet the objectives of Professional Development Reviews.</p>		
<p>Considerable knowledge and understanding of legislation, statutory frameworks and national policy affecting services for children, young people and</p>	<p>Essential</p>	<p>Application form and interview</p>

families which you can evidence from your practice.		
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 form and interview
Knowledge and understanding of data quality, information security and data sharing requirements.	Essential	Application form and interview
Creativity and strategic thinking skills, including the ability to improve services, develop new ways of working, and find appropriate solutions to complex issues.	Essential	Application form and interview
Strong organisational ability, including the ability to work on initiative and to prioritise workloads to meet agreed deadlines.	Essential	Application form and interview
Ability to work as part of an effective and supportive team.	Essential	Application form and 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.

Agreed on (June 2018)