

## **Job Description**

<b>DIRECTORATE:</b>	Social Services & Wellbeing
<b>DEPARTMENT:</b>	Children's Social Care / IAA & Safeguarding Team
<b>POST:</b>	Social Worker 1 2 & 3 – IAA Team
<b>GRADE OF POST:</b>	Grade 10 – Newly Qualified Grade 11 – SW2 Grade 12 – Subject to 2 years post qualifying experience
<b>RESPONSIBLE TO:</b>	Team Manager – IAA

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### **JOB PURPOSE:**

To work within Bridgend's multi-agency safeguarding hub (MASH) which provides the Information, Advice & assistance (IAA) service as per the requirements of the Social Services & Wellbeing (Wales) Act 2014.

To undertake Care & Support Assessments with the focus on achieving positive outcomes for children, young people and their families working with key partners including Early Help services.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Working with the legislative, regulatory and policy framework within Children's Social Care.
- Creating and reviewing outcome-based care plans that address the needs identified in assessments.
- Carrying out high quality Care & Support assessments and any relevant child protection assessments required, to identify needs of children and families, Holding cases relevant to your post qualifying experience.
- To work with individuals, families, carer groups and communities to help them make informed decisions, enabling them to clarify and express their needs and contribute to service planning.
- Working with other agencies and professionals in a co-ordinated manner to address the needs of children and their families, including preparing and participating in decision making forums.
- Identifying unmet need and drawing it to the attention of Managers in the Service and assisting in the collection of data as required.
- Working effectively as a member of a professional team, contributing to multi-disciplinary working, and assisting more experienced Social Workers in undertaking high risk and complex cases.
- Taking responsibility, with the Team Manager, to maintain and develop professional practice, including identifying training needs.

**SW2 – Grade 11 – As above plus:**

- Being responsible for several cases of increasing complexity including increased support for cases with any court-related proceedings, with the opportunity for joint-working.
- Mentoring and supporting student social workers and social work assistants in their practice.

### **SW3 - Grade 12 - As above plus:**

- To undertake sensitive, acute and complex child protection, family support and care experienced children's cases which will require the preparation of court documentation and regular court attendance to ensure the immediate safety of children.
- Lead joint working with less experienced Social Workers in complex cases.
- Routinely undertake complex assessments of high-risk cases and take lead responsibility for the formulation of risk management plans and court care plans.
- Working with families with complex situations and providing a strong response to identified needs and concerns. This will include:
  - Care and Support Assessments.
  - Child protection investigations and care planning and review.
  - Services to children who are looked after.
  - Other complex care and support work as required.
  - Care Proceedings.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#).

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

### **Criminal Records Check**

This post requires criminal records check through the Disclosure & Barring Service (DBS).

## Person Specification

### Social Worker 1 & 3 – IAA Team

The following attributes represent the range of skills, abilities, and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>A recognised social work qualification e.g., C.Q.S.W., C.S.S., Dip S.W., Degree in Social Work, and registration with one of the appropriate regulatory bodies.</li> <li>2 years post qualifying experience.</li> </ul>	<p>Yes</p> <p>For SW3 only</p>	<p>Production of original Qualification Certificates and application form.</p>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Knowledge &amp; understanding of current Social Services legislation in particular the Children Act 1989, Adoption Act 1976, Adoption and Children Act 2002 and associated regulations &amp; guidance, Social Services &amp; Wellbeing Act (Wales) 2014 and its relevance to Children's Services.</li> <li>A minimum of three years post qualifying experience in Children's Services and work with Looked After Children in particular.</li> <li>Experience of undertaking &amp; presenting PARs or similar complex assessments.</li> <li>Experience of comprehending complex information, the analysing and summarising of that information to a high standard.</li> <li>Experience of working with children and young people, their birth parents, and their foster carers.</li> <li>Experience of managing a workload and supervision of foster carers and organising time.</li> <li>Knowledge of Fostering work and procedures, Looked After Children work, Care Proceedings, information systems and quality assurance issues.</li> <li>Direct experience of complex cases.</li> <li>Direct experience of writing complex assessments which inform court applications/care plans for children and young people.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>For SW3 only</p> <p>For SW3 only</p>	<p>Interview, application form and selection process.</p>

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Knowledge &amp; Experience (Cont)</b>	<ul style="list-style-type: none"> <li>• Direct experience of court work.</li> </ul>	For SW3 only	Interview, application form and selection process.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to develop and maintain working relationships with other professionals and agencies, focussing on the needs of the service.</li> <li>• Ability to demonstrate good organisational skills.</li> <li>• Good IT skills.</li> <li>• Ability to think clearly.</li> <li>• Ability to communicate clearly and effectively in a written and verbal form with an ability to see issues in their widest context.</li> <li>• Ability to develop practice to an appropriate standard.</li> <li>• Ability to work flexibly and proactively. Ability to be creative, assertive, and forward thinking.</li> <li>• Ability to demonstrate personal and professional integrity with a commitment to personal development.</li> <li>• The ability to work safely.</li> <li>• Ability to work effectively as a member of a team sharing responsibilities and bringing enthusiasm and commitment.</li> <li>• Ability to form and develop working relationships with children, young people, their parents, and prospective foster carers.</li> <li>• Ability to make decisions appropriately.</li> <li>• Excellent skills in investigation and assessment.</li> <li>• Capacity to problem solve whilst working under pressure.</li> <li>• The ability to communicate through the medium of Welsh.</li> </ul>	Yes	Interview, application form, and selection process.