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| **Job description for the post of: Qualified Social Worker** | | | | | | | | | |
| **Directorate:** Children's Services - Children's Social Care | | | | | **Location:** | | Lancashire County Council | | |
| **Establishment or team:** | | Fostering Support to Permanence Team | | | | | | **Post number:** |  |
| **Grade:** | 8/9 | | **Line manager:** | Team Manager | | | | **Car user:** | Essential |
| **Staff**  **responsibility: None** | | **Number of staff directly supervised:** None | | | | **Which business plan incorporates this post?** Social services | | | |
| **Core Values and Job Purpose:**  The Directorate for Children and Young People  Making Lancashire a place where everyone matters. A place where everyone can enjoy equal and quality life chances and be respected in their communities.  **Believe**    We can make a positive difference to the lives of children and young people.    **We value**    • The role of parents, carers and all who have a parenting responsibility.  • What children, young people and their families want to tell us.  • The power of people working together to achieve common aims.  • Good public service.  • The richness of our diverse communities and cultural heritage.  • The essential contribution education and learning make in improving lives of children and young people.  • The creative contribution made by children and young people to their communities.    **The purpose of this job is**:  To manage a case load of various levels of complexity, involving assessment, planning, implementation and evaluation of appropriate action.  To support the team manager in raising the standard of professional work within the Team by contributing to initiatives and training to develop the standards and skill bases of the staff.  To ensure the requirements relating to Children and Young People's needs, including those who may be in need (including those in need of protection) or may be Looked After are met  To carry out the statutory obligations of the Directorate as part of the Local Childrens Authority and in the context of central government guidelines  To deliver and promote the positive benefits of equality and diversity in carrying out all duties and responsibilities.  To undertake and provide the social work assessment and support for referrals and requests for further assessment accepted by the Local Authority, and to provide any ongoing social work  service based on the assessed need of Children, Young People and their families.  To provide a safe, thorough and professional social work response to professionals and members of the public; deal with all enquiries expediently and according to a common agreed LCC safeguarding threshold. | | | | | | | | | |
| To manage a case load within the parameters of agreed policies and practices, together with the professional guidance and support from the Team Manager to safe guard and promote the welfare of children and meet their individual needs.  To work within the service and with other colleagues in identifying, planning and delivering its core task of recruiting, training, supporting and supervising foster families and the children within those homes.  To work alongside a cross section of social work teams to develop and consolidate knowledge base of the fostering service to enable a sense of cohesive working relationships.  To maintain an awareness of changes in child development and related theories, legislation, corporate and directorate policies, local government and agency practices in order to disseminate knowledge and continue to the delivery of a high standard of service.  To work as designated leads on service developments as prescribed within the Service and Team plans.  To chair meetings that are held within the service as directed by the Team Manager. | | | | | | | | | |
| **Core tasks**  **To ensure in liaison and negotiation with professional partners, the best possible outcomes for children, young people and families.**  **Within a social work team to manage an allocated social work caseload relating to children, young people and families within the locality, including fostering and adoption work.**  **Prepare for, and participate in, planned work relating to court and court orders effectively and within appropriate timescales.**  **To undertake assessments in accordance with the timescales laid down**  **To Identify children in need who may also be in need of protection and to effectively safeguard** | | | | | | | | | |
| **To ensure the needs and wishes of children are fully addressed in the assessment and planning process and that there is evidence of children and young people's participation.**  **When required to share responsibility for planned intervention and service provision with partner agencies.**  **When required take part in formal case reviews which will include the full range of statutory meetings and other planning meetings as necessary.**  **To comply with the Directorates administrative and financial procedures including the maintenance of appropriate and up to date records.**  **Assess, support and supervise foster carers**  **Make full use of IT and computer systems utilised by the Directorate as and when required. To attend and fully contribute to, the supervision process, professional development and**  **appraisal, and attend in house and /or external training opportunities.**  **Be aware and responsive to, the differing needs of all groups within the community.**  **Be responsible for continued self-learning and an updated knowledge of legislation, guidance and research findings in the relevant field of work with children, young people and families and adoption.**  **Negotiate, coordinate, and provide and/or commission services as appropriate, where the need for those services have been agreed.**  **Undertake any other duties in relation to this area of work including membership of the team's duty rota.**  **To be fully conversant with (work within and follow) the Safeguarding procedures and protocols within Lancashire County Council.**  **To attend work regularly.**  **To work within guidance laid down by Social work England. To contribute to the development of social work students.**  **To chair placement planning meetings, review planning meetings and care planning meetings.**  **Support development of the service.**  **Support ASYE staff.** | | | | | | | | | |
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| **Other responsibilities**  **• To act in accordance with the Council's Constitution and other Codes of Conduct.**  **• To participate in staff development, appraisal and training as appropriate, including continuous professional development.**  **• To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.**  **• To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.**  **• To participate in the wider development of the service and contribute to service improvement as required. Workers may be required to engage in joint training initiatives and undertake work originating outside the area if this is necessary to ensure equitable distribution of work, and in the interests of efficient and effective service delivery.**  **Special requirements**  **The County Council operates a general no smoking policy.**  **The appointee will be expected to attend work on a regular basis. There will be occasional evening and weekend working.**  **We would like our social worker to be easily contactable and supportive. We want you to be committed to the job and have a good record of experience with children and young people. It’s important that you are on time, easy to talk to, non-judgmental and trustworthy.**  **We believe that it is important that you can demonstrate you are committed to the job indefinitely.**  **• Commitment to equality and diversity**  **• Commitment to health and safety**  **• Display the LCC values and behaviours at all times and actively promote them in others**  **• This is an essential car user post (You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive.)** | | | | | | | | | |

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| **Equal opportunities**  We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.  **Health and safety**  All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.  **Safeguarding Commitment**  We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.  **Customer Focused**  We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times. | | | |
| **Prepared by:** | Ann-Louise Clarkson | **Date:** | 19/12/22 |

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| **Person specification form** | | | |
| **Job title:**  Social Worker | | **Grade: 8/9** | |
| **Directorate:** Children's Services | | **Post number:** | |
| **Establishment or team: Fostering service Support to Permanence** | | | |
| **Requirements**  **(based on the job description)** | **Essential (E) or**  **desirable (D)** | | **To be identified by: application form (AF), interview (I), test (T), or other (give details)** |
| **Qualifications**  Applicants must hold CQSW, Dipsw, Degree in Social Work or equivalent recognised qualification in Social Work. | E | | AF |
| Registration with Social work England | E | | AF |
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| **Experience** |  | |  |
| Social work experience with Children and Families or with a statutory service | E | | AF |
| Social work experience in fostering or adoption | D | | AF |
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| **Knowledge, skills and abilities** |  | |  |
| Demonstrate knowledge of child development | E | | I |
| Demonstrate knowledge of fostering and associated legislation, regulations and standards | D | | AF/I |
| Skills in working effectively with children and families in varied and complex circumstances | E | | I |
| Written and verbal communication skills | E | | AF/I |
| Ability to use basic computer technology | E | | AF/I |
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| Ability to learn and understand theoretical concepts,legal frameworks and to work within policy and procedures | E | | AF/I |
| Ability to work as an effective team member  To be able to respond positively and effectively to children and their families , promoting 'working in partnership' at all times Ability to work in partnership with other professionals/agencies Ability to value diversity by treating people as individuals,valuing their input and contribution  To respond positively to training and development opprotunities.  Ability to work with a varied caseload and to manage timetables and demands.  Ability to use supervision positively and to contribute to the personal appraisal process.  To have knowledge of the cultures and religions of the | ED  D E  D E E D | | I/R I  I I  I I I I |

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| communities of Lancashire.  To have the ability to value diversity and work across cultures. To have good knowledge of relevant legislation.  Skills in assessment of children and families and developing packages of support | E D D | | I I I |
| **Other** (including special requirements)   1. Commitment to equality and diversity 2. Commitment to health and safety 3. Commitment to attendance at work   **\*Delete/amend as applicable**  \*This is an essential car user post  However in certain circumstances consideration may be given to applicants who as a consequence of disability are unable to drive. | E E E | | I I I |
| **Prepared by: Ann-Louise Clarkson** |  | **Date:** | 19/12/22 |
| **Note: We will always consider your references before confirming a job offer in writing**. | | | |

**LANCASHIRE COUNTY COUNCIL**

**PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)**

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Headteacher/Head of Service/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

This form **must** accompany the Vacancy Authorisation Form (REC1) when requesting clearance to advertise and accompany any referral to the Occupational Health Service for the pre-employment medical clearance of a candidate for appointment.

**CONFIDENTIAL**

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| Team/Establishment | Children's Social Care (fostering service) |
| Post/Job title | Social Worker |
| Description of main activities the employee will be required to undertake (or attach job description)   see job description | |
| Form completed by: (print name) Ann-Louise Clarkson | |

1. **The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.**

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|  |  | **YES** | **NO** |
| 1 | Work at heights *(e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc).* |  |  |
| 2 | Work in excessively noisy environments above statutory control limits (*Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc).* |  |  |
| 3 | Work in unusual environmental conditions (*e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required).* |  |  |
| 4 | Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (*e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc).* |  |  |
| 5 | Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties. |  |  |
| 6 | Some contact with hazardous substances (*e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves).* |  |  |
| 7 | Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust. |  |  |
| 8 | Work with lead or lead-based products (*e.g. some paints).* |  |  |
| 9 | Food handling/preparation (of raw or uncooked food only). |  |  |

1. **The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**This section is for the information of applicants and does not facilitate a referral to Occupational Health.**

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|  |  | **YES** | **NO** |
| 10 | Occupational fieldwork or work in extreme conditions (*e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work).* |  |  |
| 11 | Face to face contact with the public/service users *(e.g. at sensitive front line posts re abuse, aggression, assault).* |  |  |
| 12 | Working in isolation/lone working. |  |  |
| 13 | Work with electrical wiring *(e.g. colour blindness).* |  |  |
| 14 | Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (*e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).* |  |  |
| 15 | Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock *(e.g. risk of weils disease, other animal borne diseases, zoonoses).* |  |  |
| 16 | Manual handling *(other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).* |  |  |
| 17 | Working with vulnerable service users *(e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).* |  |  |
| 18 | Work involving repetitive movements or forced posture *(e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).* |  |  |
| 19 | Work as a regular display screen user *(where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period).* |  |  |

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

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| **Head of Service/Line Manager/ Name of Headteacher *(please print)*** | | Ann-Louise Clarkson | | |
| **Signature:** |  | | | |
| **Telephone Number:** |  | | **Date:** | 19/12/22 |

**Directorate Core Values**

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| **Adult & Community Services Directorate** | **Children & Young People Directorate** |
| We believe in putting people first – promoting independence, opportunity, protection and inclusion.  Our core values are:   * Everyone is unique and should be treated with respect. * Working in partnership is more effective than working alone. * People who use our services, and their carers, should be fully involved in decisions about their lives. * Everyone has a right to free access to information. * Our services should respond to the diversity of our local communities. * Our workforce is our most important resource.   Investing in our staff, involving them in decisions  and developing flexible ways of working achieve better results for the people who use our services. | We believe we can make a positive difference to the lives of children and young people.  Our core values are:   * the role of parents, carers and everyone who has parenting responsibilities; * what children, young people and their families want to tell us; * the power of people working together to achieve common aims; * good public service; * the richness of our diverse communities and cultural heritage; * the essential contribution which education and learning make in improving the lives of children and young people; and * the creative contribution made by children and young people to their communities. |
| **Environment Directorate** | **Office of the Chief Executive Directorate** |
| Our core values are to:   * develop and maintain safe and effective transport systems; * support and protect Lancashire’s people and businesses; * improve the quality of Lancashire’s environment and quality of life for the people of Lancashire; * help regenerate Lancashire’s urban and rural areas; and * plan a better, more sustainable future for Lancashire. | Our core values are:   * governance; * corporate working; * partnership working; * community leadership; * communication; and * service delivery. |
| **Resources Directorate** | |
| Our core values are to: To help achieve these objectives, we will continue to develop a working environment where:   * satisfy the council’s customers within the legal   and financial restrictions placed on us; • ideas flourish and participation is the norm;   * support and develop our staff; • communication, feedback and praise go in all * increase the extent to which we aim for, directions;   measure and improve service performance and • everyone contributes with the aim of achieving standards; agreed goals, not doing only what they are told to   * help build strategic capacity for the county do;   council; • processes are a framework, not a straitjacket; and   * maintain good governance; • managers are treated with respect and treat * support partnership working; everyone with respect. * maintain consistency across the whole of the county council; * understand and share the objectives of the council and its directorates, whilst acting always in the interests of the council as a whole; and * promote efficiency and value for money. | |