

Role profile

Job family	Care	Role profile number	CA12-0414	Grade L
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Job purpose: Undertake complex assessments in care proceedings, with due compliance with case law. Complete and oversee proposals for assessments and undertake assessment team supervision. Professionally supervise and support other colleagues.

Grade L posts are higher in 'Decisions' with the requirement to set working standards/practices and to lead on initiatives to design and deliver service transformation. These posts are also higher in 'Knowledge & Skills' requiring a relevant post graduate professional qualification and significant relevant experience at a technical/professional level within a related specialist field.

Factor	Relevant Job Information
Supervision and/or Management of People	No full management of a team but will be required to monitor the quality and quantity of the work of others. Group supervision of colleagues in 'assessment teams' as per assessment proposals. Supervision of students. Undertake consultation on assessment work with case holding team colleagues where required. Will provide advice, guidance and support to colleagues to ensure consistency of service.
Indicative qualifications	Degree or equivalent experience/skills. ITQ 2 or equivalent skill and ability demonstrating significant experience in IT systems. Professional qualification in area of specialism Licence / certificate / qualification required for the role.
Knowledge and Skills	Significant relevant professional experience post qualification in a similar work environment. Expert knowledge of relevant policy, systems, work practices, professional guidelines, legislation and a good understanding of emerging developments in the area of specialism. Excellent ICT skills including use of Microsoft applications and specialist systems. Experience of multi-disciplinary and partnership working and awareness of the issues involved. Planning and workload management skills. Proven assessment and investigation skills appropriate to the scope of the role. Ability to carry out complex client assessments. Experience of using professional knowledge to work within referral systems according to established criteria. Proven ability to work with challenging client groups and situations. Excellent interpersonal and communication skills. Proven ability to deliver training. Accurate record keeping and report writing. Good presentational skills Knowledge of financial assessment processes.
Creativity and Innovation	Apply professional knowledge and experience to interpret and recommend policy, resolve complex issues, proactively anticipate problems and deliver solutions which enhance the quality and efficiency of services. Responsible for meeting performance standards within a policy framework and regulatory guidelines. Considerable scope to exercise initiative in taking action - within the boundary of well-defined policies. Contribute to long term strategies. Responsible for professional advice, ensuring interventions are timely and cost effective. Plan/ co-ordinate / deliver training activities which support knowledge sharing both internally and externally, where appropriate. Research information to support and develop services for the client group. Prepare complex court reports and undertake expert witness in child care proceedings. Assess and oversee education and assessment packages to parents with complex needs and satisfy the court and the Official Solicitor that due consideration has been given to such needs.
Contacts and Relationships	Provide advice and guidance on complex issues which could be contentious and challenging in nature. Ability to build relationships and engage successfully with colleagues /partners /customers / contractors and suppliers.

	<p>Liaise with professional colleagues, providers and external agencies to co-ordinate actions and interventions where required. To make recommendations based on evidence that may be of challenge to the agency care plan.</p> <p>Negotiation showing tact and diplomacy to deal with conflicting requirements or opinions and the ability to make decisions on the most appropriate action to reach an acceptable conclusion.</p> <p>Contacts will include: Senior managers, leadership team, councillors, stakeholder, external bodies and partners (most significantly parties in care proceedings).</p> <p>Support parents or carers regarding development issues including complex problems.</p> <p>Risk assessment of parents with complex needs and difficulties.</p>
Decisions – Discretion & Consequences	<p>Decisions lead to the setting of working standards and important procedures for the service area which have an impact across the organisation.</p> <p>Use initiative to manage responses to complex business / technical issues within the service.</p> <p>Make business decisions based on up to date specialist knowledge and analysis.</p> <p>Contribute to developing council strategy within the service area.</p> <p>The consequences of the decisions will have an impact across the service.</p> <p>Conduct complex / specialist community based assessments of clients' circumstances and issues to determine plans for permanence for children.</p> <p>Work closely with others to clarify changing service requirements. Identify, recommend and support the development and delivery of improvements in processes and procedures.</p> <p>Provide financial advice to support service provision and/or individual clients.</p>
Resources	Little or no responsibility for physical or financial resources.
Work Demands	Work subject to interruptions and at times may be competing demands of work priorities.
Work Environment	<p>Work may require some physical effort.</p> <p>Work potentially involving some risks due to nature of activities being provided and / or environment or public / customers.</p>
Our Identity	<p>Our Identity sets out who we are and provides a shared understanding of how we are all expected to lead, work and act with each other, our partners and our residents to deliver our services and build stronger communities. They enable us to continually evolve and adapt to meet the changing needs of our residents and ensure that we continue to deliver great services and make a difference to the people of Wiltshire.</p> <p>All of us are expected to demonstrate the elements of Our Identity in how we work to shape and create the organisation we want to be part of. It should influence our decisions, activities, projects and ways of working</p>
Health & Safety	All employees are required to carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to their line manager
Equalities	Wiltshire council is committed to ensuring employees do not discriminate against colleagues, suppliers or third parties at work or harass or victimise others. Incidents of discrimination at work are taken seriously and employees are encouraged to report incidents via their manager or anonymously via the whistleblowing policy .
Authority to work in the UK	All employees must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency. Copies of all documents provided as proof of identity are retained for our records, by providing these proofs the council will treat this as consent.

The above profile is intended to describe the general nature and level of work performed by employees in this role and does not detail a list of all duties and responsibilities. The Council reserves the right to amend this role profile as necessary.

ROLE DESCRIPTION

Role description:	Social Worker Level 4 – Specialist Assessment, Intervention & Family Time Team	
Role profile family:	Care	
Role profile number and grade:	CA12-0414	Grade L
Number of posts:	2	
Service/Team:	Safeguarding and Assessment Team; Specialist Assessment, Intervention & Family Time Team	
Reports to:	Team Manager	

Job Family overview

Care job family overview:

Support and assist the well-being of individuals and groups to assure their protection, security and development

- Safeguarding, protection and care
- Community, residential, day or field settings
- Ongoing risk/needs assessment of and advice for individuals/groups
- Specification of any non-council provision
- Individual or small group emphasis
- May involve personal care activities
- Likely to involve immediate response to client

Service / Function Context

The overall responsibilities of the service/function are:

- The Specialist Assessment, Intervention & Family Time Team sit within Wiltshire Councils Safeguarding and Assessment Service. The team operates two distinct areas of work with children, young people and their families, that is, Assessment and Contact. The Specialist Assessment Team Social Workers work directly to the Contact and Assessment Team Manager and Assistant Team Manager. We provide services at Levels 3/4 where children/young people are at immediate risk of being accommodated, Child Protection issues requiring specific assessment/intervention and/or legal processes are being considered/have to be implemented. Specialist Assessment Team Social Workers work closely with the referring social worker and other relevant agencies. Specialist Assessment Team Social Workers will have an office base at one of the Resource Centres in Devizes, Salisbury or Trowbridge. There is an expectation that staff will provide services across the council area dependent on the needs of the family. Specialist Assessment Team Social Workers will be expected to undertake specific assessment work within agreed timescales as directed by the Team Manager.

Job Purpose

- The task of the Social Worker is to work closely with children and their families, other Departmental staff and outside agencies to provide a range of services and support designed to protect children from harm and to promote the welfare of children in need.
- Social Workers (Children and Families) will work within the legislative framework of Children Act 1989 and the emphasis of their work will be on providing support, advice and guidance to enable children to be brought up by their families as far as this is compatible with their safety and best interests.

The common duties for all staff are:

- To work with children, young people and families receiving a service from Social Care at Levels 3 and 4 of the children in need matrix.
- To undertake practice lead in assessments.
- To maintain case records and write assessment plans and reports as required.
- To make statements for court proceedings if required.
- To work closely with colleagues in the Department and other agencies.
- To actively participate in supervision, team meetings, training and team and departmental activities as required.
- To undertake supervision of students and supervision of colleagues linked to specific assessment tasks
- To routinely seek feedback from children, young people and families/carers.
- To use the Resource Centres in line with Wiltshire Council policies and individual centre policies and procedures.
- To contribute to practice development initiatives within the team and wider department. To undertake delegated team responsibilities as requested by the Team Manager.

The specific main duties are linked to ensuring best practice and outcomes for children and young people by :

Assessment:

- Complete proposals for community based assessments.
- Take social work lead undertaking community-based parenting assessments, often working to the guidelines of the Public Law Outline and Case Law.
- Complete assessment plans that include co-ordination of other staff members.
- Write assessment reports that may be presented to the Court.
- Take responsibility for appropriate and timely care planning of allocated community based parenting assessments.
- Undertake assessment of the quality of the relationship and attachment through the provision of community based assessment and assessed contact observations.
- Complete parenting education plans as part of community-based assessments.
- Undertake review processes within assessments for allocated cases as per agreed plans.
- Keeping accurate and timely records for case tracking and outcome measurement.
- Undertake planned assessment plans that may require early evening, overnight and weekend working as well as during the core office hours.
- Take responsibility to pursue training and learning opportunities relevant to their role and to maintain current knowledge of research and practice development.

Contact:

- May be required to undertake assessment of contact in complex cases.
- May be required to organise urgent contact arrangements in the absence of the Team Manager or Practice Manager.
- May be required to observe contact between parents and children as part of a practice audit process.

Main Duties

- Joint working/mentoring
- Complex case Work
- To investigate and assess and give due consideration to the wishes, rights, and opinions of the child, and the nature of the problem that requires social work intervention.
- To draw and implement with child and their family. /carers, an appropriate assessment and action focused on key needs and outcomes.
- To operate within council procedures, legislation and Working Together/Ofsted guidance)
- To coordinate the use of resources (both within and outside Family Support) that is focused on meeting identified children's needs
- To investigate and assess in more complex cases, giving consideration to the wishes and opinions of the child, the nature of the problem necessitating in social work intervention.
- To offer consultation to less experienced social workers including co-working cases.
- To prepare complex reports and maintain in depth records for a range of requirements including for pre-proceedings and court.
- To work in partnership within a variety of other agencies and organisations in order to promote the welfare of children and young people.
- Social Worker Supervision
- To operate within county council policy and procedures and to keep up to date with new legislation, related guidance and procedures.
- To offer consultation role to case-holding social work teams on assessment methods
- To undertake mentoring of ASYE workers in case holding teams as required

Specific requirements for this post:

Working Base:

While you will be based at one of the three resource centre hubs (Salisbury, Devizes or Trowbridge), there is an expectation that staff will provide services across the council area dependent on the needs of the family.

Flexible working:

There will be a requirement to occasionally work outside of normal working hours in order to meet the demands of the service

Person Specification

Specific qualifications, knowledge, and skills required for this role:

Essential

- BA SW/ MA SW/ Dip SW/CQSW/CSS equivalent
- Social Work England registered
- Ability to travel across the county to deliver timely services/ driving licence
- Experience of working with children and families post-qualification in statutory setting.
- Good knowledge of child development theories.
- Have up-to-date knowledge and experience of relevant legislation and guidance in relation to working with, and the protection of, children and young people.
- Up to date knowledge and experience of child care law and ability to apply relevant legislation and related guidance and procedures.
- Experience of case management in pre-proceedings and or care proceedings.
- Experience of undertaking complex assessment work.
- Excellent observation and assessment skills linked to child development knowledge.
- Current knowledge of relevant practice research and development
- Experience of effectively managing conflict.
- Ability to work in partnership with service users, other professionals and agencies. Creative and innovative approach to problem solving. Commitment to anti-discriminatory and oppressive practice.
- Organised, efficient and motivated.
- Ability to work under pressure and manage your caseload appropriately.
- Child centred approach to working.
- Ability to use and contribute to supervision/team meetings to promote your own and team development, skills and learning.
- Ability to undertake quality supervision with students and colleagues within team as required for purpose of assessment.
- Ability to reflect on own strengths and practice/knowledge gaps.
- Ability to work outside of core hours as required.
- Committed to working with families to make decisions for the right outcomes for children.
- Able to contribute effectively to the development of a team.
- Proven organisational skills, including the ability to prioritise work and meet deadlines
- Excellent report writing skills
- Good understanding and proven ability to use database information systems.
- Takes responsibility for own professional development and commitments to evidenced based practice.
- Proven skills in safe practice techniques and ability to work to risk assessments.
- Ability to undertake consultation role for case holding social workers
- Provide mentoring to ASYE workers in case holding teams as required.

Desirable

- NQSW training
- Qualifications related to children and young people.
- Trained in the PAMS Model of assessment
- Experience of giving evidence for Court work
- Experience of working to time-limited intervention or assessment of children and young people.
- Experience of therapeutic work with children, young people and families.
- Other specialist knowledge or experience transferable to this role
- Proven skills in working to specialist assessment models with adults or children

Supporting information

Driving classification	
Occasional driver A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.	<input type="checkbox"/>
Regular Driver Must hold a valid UK driving licence (with no more than 6 penalty points) and have access to either their own car or a pool car in order to undertake the duties of the role unless other forms of transport are available and viable to perform the role, including public transport. Or a reasonable adjustment has been agreed.	<input type="checkbox"/>
Required Driver Must hold a valid UK driving licence (with no more than 3 penalty points) and will drive a vehicle supplied by the Council in order to undertake the duties of the role. Employees should refer to the Corporate Driving at Work policy for further information.	<input checked="" type="checkbox"/>

Political restriction	
This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as a member of the Scottish or Welsh Parliaments, or a local councillor. The job holder is furthermore not permitted to canvass on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the impression they are advocating support for a political party	<input type="checkbox"/>
This role is not politically restricted	<input checked="" type="checkbox"/>

Professional fees and related occupational costs	
As part of this role, or to support professional development, the job holder is required to be a member of a professional body or association. The job holder is responsible for payment of all professional fees, memberships, registrations or subscriptions and no reimbursement or contribution towards these will be provided by the council	<input checked="" type="checkbox"/>
This role does not have any professional or occupational membership requirements	<input type="checkbox"/>

Clearances – Disclosure & Barring Service (DBS)	
This role will be engaged in 'regulated activity' providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.	<input checked="" type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an Enhanced DBS check before appointment can be confirmed.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require a Standard DBS check	<input type="checkbox"/>
The role requires a Basic DBS check to check for convictions and cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.	<input type="checkbox"/>
This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.	<input type="checkbox"/>

Clearances – Baseline Personnel Security Standard (BPSS)	
This role requires access to the UK government Public Services Network (PSN) and is subject to a BPSS check	<input type="checkbox"/>
This role is not subject to a BPSS check	<input checked="" type="checkbox"/>

Clearances – Non-Police Personnel Vetting (NPPV)	
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 2* . (*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed 'secret').	<input type="checkbox"/>
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 3* (*regular unsupervised access to police premises and/or access to police information and/or information systems and/or hard copy material either on police premises or by remote access up to "secret" level. A level 3 includes a check on you, your spouse/partner, co-residents, and all family members).	<input type="checkbox"/>
This role is not subject to a NPPV check	<input checked="" type="checkbox"/>

Safeguarding	
For all roles within Children's Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.



For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.