Date of Issue: Ref:

Sandwell Children's Trust

Job Description

HR65

Job Title: Social Worker – Band G		**Service area: Various**	
Post No.	**Grade: G**	**Team: Various**	**Location: Various**
Responsible to: Team Manager	**Contacts:** Clients, Relatives and Carers, Children and Families, Staff & Staff of Partnership Agencies.	**Persons responsible for:** N/A	
		Special conditions **Approver:** None/I-procurement Order and Receipt/I-procurement Order and Approve	
Working hours 37 per week as necessary. Some unsocial hours may be required.		**Conditions of Service** NJC	

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Job Summary

Assess the needs of children, young people, and their families/carers.
To co-ordinate services that enable the best outcomes for children, young people, and their families/carers.
Ensure the appropriate use of resources.
To assist in the overall provision of social work services by being responsible for a full and complex caseload.

Your current duties and responsibilities are:-

1. As an experienced social worker, you are expected to:
   - Be working towards the level of ability where you can operate self-sufficiently (within normal arrangements for management accountability) in the application of relevant legislation, policy, procedures, and social work theory.
   - Manage a more complex caseload.
2. Promote anti-oppressive practice and challenge discrimination and racism in all areas of social work.
3. Undertake a range of assessments with children, young people, and their families/carers.
4. Empower children, young people, and their families/carers by listening to their views.
5. Direct the work of the non-social work qualified staff who are carrying out tasks for service users on your caseload.
6. Plan the services required to meet the needs of children, young people and their families/carers and ensure action is taken to implement plans.
7. Advocate for children and obtain maximum benefits, services and support.
8. Make best use of available resources when responding to the needs of children, young people, and their families/carers.
9. Provide written reports in a variety of different formats as required by receiver of the court. For example:
   - Court Records.
   - Case Conference Reports.
   - Assessments.
10. Carry out tasks to fulfil the statutory requirements of children & young people receiving services.
11. Attend a range of meetings regarding children or young people to:
    - Update and exchange information.
    - Make decisions.

- Review progress.

12. Present written and verbal evidence in court.
13. Maintain clear and accurate records in accordance with the Trust's guidelines.
14. Communicate within the Service Area and across other disciplines and agencies to enable best outcomes for children and families/carers.
15. Contribute to the developments in within the Service Area by:
    - Providing feedback
    - Participating in workshops
    - Responding to requests for information.
16. Participate in the supervision process in accordance with Trust guidelines.
17. Adhere to the policies and procedures of the Trust.
18. To ensure that the Trust's and Service Area policies and procedures on violence in the workplace are complied with.
19. To ensure any other relevant Trust and Service Area policies and procedures are adhered to.
20. To comply with Social Work England's Code of Practice for social care workers.
21. Be accountable for the quality of your work and take responsibility for maintaining and improving your knowledge and skills.
22. Meet relevant standards of practice and working in a lawful, safe, and effective way.
23. Inform your employer or the appropriate authority about any personal difficulties that might affect your ability to do your job competently and safely.
24. Seek assistance from your employer or the appropriate authority if you do not feel able or adequately prepared to carry out any aspect of your work, or you are not sure about how to proceed in a work matter.
25. Work openly and co-operatively with colleagues and treat them with respect.
26. Recognise that you remain responsible for the work that you have delegated to other workers.
27. Recognise and respecting the roles and expertise of workers from other agencies and working in partnership with them.
28. Presenting evidence in different forums or information as required.
29. To participate in the operation of the Trust's Appraisal Scheme.
30. It is your responsibility to carry out your duties in line with the Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and also the Equalities Act 2010.
31. Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
32. The post holder must at all times carry out their responsibilities with due regard to the Trust's policy, organisation and arrangements for Health and Safety at Work.