



JOB PROFILE

Post Title:	Social Worker (Children & Families)
Portfolio:	Health & Social Care
Responsible to:	Team Manager (Children & Families)
Responsible for:	N/A
Grade:	TC/Band G

Job Purpose

To improve the lives of all within our community and help the island thrive by delivering the changes needed in our organisation by being a key member for the team, to work under the supervision of the Children's Services Team Manager. The work of the post holder will be guided by the development of a new strategic framework for integrated social services, to be developed under the leadership of the Director.

Main Duties and Responsibilities

1. To manage own caseload of complex cases – usually between 10 and 20, subject to case complexity and other responsibilities with a focus on child in need, child protection and court work.
2. Take appropriate action in conjunction with other agencies and within legal and statutory framework, to protect vulnerable people with an emphasis on anti-oppressive practice.
3. Devise, monitor and review individual care plans based on assessed needs and risks that take account of diversity to maintain and improve their quality of life. Care plans should promote dignity and empowerment and comply with legal and statutory requirements.
4. To undertake assessments of children in need in accordance with the Assessment Framework and Working Together 2023 (UK & St Helena) ensuring assessments are completed to a high standard and within timescales.
5. To undertake risk assessments of clients as required to inform care planning and assessments of need for children and families.
6. To demonstrate consistently high standards of practice that put the needs of vulnerable groups at the forefront of all activity.
7. To operate within a performance framework and to strive to improve personal performance and meet identified development targets.
8. To actively promote anti-discriminatory practice and the celebration of diversity. Challenging injustice, discrimination and lack of access to services.
9. To carry out other duties as defined by the Team Manager and Director.



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10. To ensure a high standard of social care recording. To be responsible for accurately updating the Service's files with details/status etc.
11. To ensure the Service's procedures for managing risk of significant harm to children and adults are followed at all times and to seek appropriate advice and authorisation from managers.
12. To ensure reports and statements for court, case conferences and looked after reviews are prepared to a high standard, in time for deadlines and evidence involvement of clients.
13. To convene and chair multi-agency meetings and planning meetings. To implement the Family Group Conferencing process.
14. To play a leading role in improving practice and quality of assessments and care planning within the Team via mentoring assigned Social Care Officers, taking responsibility for updating Team on practice developments and research findings, as well as the induction of new staff.
15. To assist with building capacity of local staff within social services through knowledge sharing, coaching and supporting.
16. Liaison with key agencies e.g. Mental Health, Health, Schools, Police, Probation as directed by the Manager. Work in partnership with other Social Care Sections including residential units.
17. Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post-holder. This is not an exhaustive list of all tasks that may fall to the post-holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.
18. The role may be required to work evenings, weekends and occasional public holidays in order to meet service requirements in respect of service user needs. Additionally, there will be a need to participate in the on call duty rota which provides an out of hours service.

Disclosure and Barring Check

This post is classed as working within regulated activity or involves a high level of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of St Helena Government pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.



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Health & Safety

It will be the duty of every employee while at work to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.

Special Conditions

As a requirement of this role the post holder will need to have a full UK Driving Licence. You will be required to travel to visit clients in their homes and at other venues, and to attend meetings at sites other than own work base.

Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

However, for the proper performance of the responsibilities this post will not be limited to normal working hours, the post holder will, in response to the demands of the post, be required to work out of normal working hours.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework

Competency	Level
Professional Development: Requirements for Continuous Professional Development met and when necessary submitted to Professional Institute in order to continue recognition of professional status	iii
Planning & Delivery of Work: - Ensures appropriate resources and levels of capability to deliver to plan. - Promotes and enforces appropriate organisational rules and procedures - Leads by example in managing business relationships	iv
Analysis and use of Information: - Interprets complex written information. - Able to assess the validity, relevance and limitations of different sources of evidence. - Generates a range of options and appraises them based on evidence available.	iv
Decision Making: Clarifies highly complex and disparate information to inform decision making, while also facilitating others to take creative decisions and generate solutions to meet organisational needs.	



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• Considers internal and external influences in complex decision making and problem solving including significant long-term implications these may have on the organisation.	iv
Working with Others: • Engages effectively with senior managers and other stakeholders using a range of communication mechanism, and shares and implements good practice with all.	iii
Communication: • Varies language and content by explaining and using examples to ensure understanding of audience. • Highlights key points for summary from detailed and complex documents.	iv
Influencing and Persuading: • Recognises and anticipates the needs of senior managers and government officials and influences to maintain a balance between individual motives and directorate requirements, and ensures strategies to support a diverse workforce are implemented. • Varies style of communication to have maximum impact on audience and presents unpopular messages confidently.	iv
Dealing with Change: • Presents the business need for change and encourages and enables employees to contribute to and focus on the positive aspects of change as well as anticipate any obstacles.	iv
Continuous Improvement: • Sets SMART objectives for team and evaluates them and where necessary motivates team members to improve and develop their performance.	iii
Managing Resources: • Gains respect and credibility from team members through effective delegation, coaching and development.	iv



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
UK Qualified Social Worker BA/MA Honours degree or DipSW. Must have a current registration with Social Worker England or equivalent.	E	√	
	E	√	
Knowledge & Experience:			
Up to date knowledge and recent practical experience of working as a social worker with case load responsibility in safeguarding vulnerable groups.	E	√	√
A minimum of post AYSE with special focus on Children's Social Care.	E	√	√
A minimum of 5 years' experience within the field of social work (Children's)	E	√	√
Experience in providing accredited training to Social Services/welfare staff and other relevant agencies in key aspects of social work/care.	E	√	√
Experience of analysing and interpreting information to develop solutions or solve problems	E	√	√
Significant experience of working within safeguarding children frameworks	E	√	√
Significant experience of working with complex situations and competing priorities	E	√	√
Knowledge and understanding working with children with complex and learning needs	E	√	√
Understanding of child protection processes and procedures	E	√	√
Previous social work experience within isolated and/or remote settings.	D	√	
Skills and Abilities:			
Excellent verbal, written and presentation skills, including the ability to explain complex ideas and engage people	E	√	√
The ability to define and use analytics to support decision making	E		√
Able to use professional judgement and diplomacy to make decisions	E		√
Confident in using ICT systems relevant to role, including Management Information Systems and MS Office	E		√
Able to plan, manage and review tasks for team	E		√



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members			
Strong interpersonal skills including motivational, negotiating, influencing and relationship building	E		√
Excellent time management and planning and organisation skills	E		√
The ability to be creative and identify improvements and anticipate and respond to change	E		√
Proficient at assessing problems and determining the most appropriate action	E		√
Is approachable and confident in developing team members to acquire skills and experience	E		√
Other:			
Willingness to work flexibly – some evening work may be required.	E		√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		√

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

Add in here a Professional or Career Progression Cadre competency framework or reference an Appendix A and append details.