

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

Designation:	Senior Social Worker	Grade:	SSWN
Reports to (Designation):	Team Manager	Grade:	
Directorate:	Children and Young People	Section:	Children's and Young People's Division

---

#### **Main Purpose of the job:**

To provide an accountable statutory social work service to children, young people and their families/carers, to include assessment, intervention, case planning and review, appropriate to the work of the team and service unit.

---

#### **Summary of Responsibilities and Personal Duties:**

To be responsible for undertaking all social work on allocated cases, or those worked with on a short term assessment basis.

To maintain accurate records of all work undertaken on behalf of the Directorate, and to ensure that service users are aware of their right to see such records.

To ensure that service users are aware of their right to complain about the service they receive.

To produce case reports and correspondence for a variety of readership, including meetings, conferences, court, other agencies and service users.

To ensure that all work is undertaken in compliance with policies, procedures, guidance and legislation.

To ensure that the needs of service users/carers from all communities are addressed, and that close attention is paid to equalities issues in all aspects of work.

To participate in duty systems for the service unit, as appropriate.

To develop and maintain effective working relationships at appropriate levels with other agencies relevant to the work of the unit.

To input data, using Information Technology, as required.

To take responsibility for one's own, and others safety, by ensuring that team members and other staff are not knowingly exposed to risk of violence.

To attend, contribute and participate fully in supervision, in accordance with the Department's supervision policy.

### **For Senior Social Workers Only:**

To provide supervision, as appropriate, to social workers, students and/or social work assistants.

To undertake such project work as appropriate to the post holder's service unit.

To undertake cases with complex risk levels.

To take responsibility for decision making on duty on a day-to-day basis as appropriate.

Internal Contacts: These include maintain contact as necessary with colleagues and managers within the Children's & Young People's Division, Adult's Care Services Division, Resources Division, and Strategy and Performance Division.

External Contacts: This will include Other Directorates within the Council, other Local Authorities, and other agencies, such as the police, probation, health services, and members of the public.

To carry out the duties of the post with due regard to the Council's Dignity at Work Policy and core values.

All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.

Assist in carrying out the Council's environmental policy within the day to day activities of the post.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to making reasonable adjustments for a disabled postholder.

**THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.**

Lewisham Borough Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share in this commitment.

Number of fully managed staff:

Title:	Grade	No of posts
--------	-------	-------------

Number of partially managed staff:

Title:	Grade	No of posts
--------	-------	-------------

## PERSON SPECIFICATION

**JOB TITLE:** Senior Social Worker

**POST NO:**

**DEPARTMENT:** Children's and Young People's Division

**GRADE:** SSWN

### Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are any reasonable adjustments that can be made to enable you to do the job.

### **Equal Opportunities**

Commitment to implement the Council's Dignity at Work policies.

Awareness of Equal Opportunities issues.

**S1**

### **Knowledge**

Knowledge of the Children Act 1989 and other relevant legislation

**S2**

Knowledge of child protection policy, procedures and practice

**S3**

Knowledge of theory regarding best practice in child and family assessment and planning, and the ability to reference research and theory within own work

**S4**

Knowledge of issues faced by children and families from ethnic minority communities and other minority groups

**S5**

### **Aptitude**

Ability to analyse data and formulate plans for intervention and service provision for children and their families

Ability to work in partnership with parents, carers, and other agencies

Ability to undertake direct work with children, young people, parents and carers

Ability to produce clear, literate and appropriate records, reports and correspondence for a wide range of readership electronically

Ability to organise own work

Ability to recognise the limits of own accountability and responsibility, and to seek appropriate support, advice and supervision

Ability to provide supervision and consultation to social workers students or social work assistants

An ability to use Information Technology, for recording and reporting on cases

Ability to lead on complex and difficult cases independently

### **Skills**

In communicating effectively with members of the public, other agencies, children and their parents/carers.

In forming relationships with children, young people and parents/carers

In assessing and planning in a wide range of child care situations

In represent the Authority in court independently

In giving advice and making decisions on cases allocated to SWA's and SW's and progressing these decisions

## Experience

Experience of assessment and planning for children and young people	S6
Demonstrable post qualifying experience of at least two years of working with children and families or be able to demonstrate expertise at a senior level	S7

## Professional Qualification(s)

Good general education with good standard of literacy and numeracy	S8
Social Worker Degree or equivalent	
<b>(Please note qualifications are an essential requirement and ORIGINAL certificates only will be accepted; these will be verified before start of appointment).</b>	S9
Demonstrate continuous professional development and evidence based practice	S10
Registered with Social Work England	S11

## Personal Qualities

Self-motivating  
Excellent interpersonal skills  
Flexible

## Special Requirements

Ability to work some evenings and weekends on occasion  
Ability to work alone

This post is subject to a Disclosure and Barring Service (DBS) check.