

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

<b>Designation:</b>	Social Worker	<b>Grade:</b>	SWQ
<b>Reports to (Designation):</b>	Team Manager	<b>Grade:</b>	
<b>Directorate:</b>	Children and Young People	<b>Section :</b>	Children's and Young People's Division

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#### 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.

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#### 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.

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, 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.

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.

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

Number of fully managed staff:

Title:	Grade	No of posts
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Number of partially managed staff:

Title:	Grade	No of posts
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## PERSON SPECIFICATION

**JOB TITLE:** Social Worker

**POST NO:**

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

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

**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

Ability to organise own work

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

An ability to use Information Technology, or a commitment to learn

**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

**Experience**

Experience of assessment and planning for children and young people

**S6**

Experience of working with children and families

**S7**

**Professional Qualification(s)**

Good general education with good standard of literacy and numeracy  
Degree in Social Work or equivalent qualification  
Registered with Social Work England

**S8**  
**S9**  
**S10**

**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.