Job Family:	**Delivery – Front Line – Professional knowledge**	**Grade:**	**8**
Job Title:	**Social Worker (Children's and Adult's Services)**	**Directorate:**	**People**
Date:	**1 April 2017**	**Version:**	**1:1**

Brief Description of job role and department

- As a social worker in the London Borough of Sutton your role will be to act as an officer of the Local Authority and execute statutory functions ensuring that individuals are safeguarded and supported to achieve positive outcomes.
- You will work in partnership with people, other professionals and agencies and intervene to safeguard individuals, promote social change, maximise independence and provide appropriate information and advice about third sector and universal services which support positive outcomes.
- You will have the ability to apply professional curiosity and use social work theories and knowledge to formulate and test hypotheses reaching a professional judgement and decision.
- You will produce a good standard of professional documentation relevant to your service area and be able to prioritise your workload and work within defined timescales.
- Principles of human rights and social justice are fundamental to the role and you will be required to be able to effectively balance the protection of individual rights against the need to use professional authority and accountability effectively to safeguard vulnerable individuals.
- You will uphold the profession and act a representative of the Local authority in a variety of forums.

Representative accountabilities

- Deliver service activities and manage caseloads to ensure intended outcomes for customers and the Council are delivered within agreed service standards.
- Identify and implement improvements in own work area in order to deliver continuous service improvement and improved outcomes to customers.
- Liaise with customers to review service requirements and resolve problems.
- Keep up to date with changes in policy/legislation/contractual requirements in order to ensure service delivery is effective and complies with appropriate regulations.

Budgetary accountabilities

None, but make decisions that reflect value for money and effective use of Local Authority funds.

Specific accountabilities

1. Hold a social work qualification and be registered with the relevant regulatory body and be responsible for maintaining the requirements as set out by that body to remain registered as a social worker.

2. To have the relevant skills knowledge and aptitude to ensure that all vulnerable people are safeguarded from abuse and that all statutory functions, local policy, procedures are adhered to in a timely manner and case recordings are up to date.
3. Be highly organised, able to work within a performance management framework, be able to produce timely, high quality work, using various forms of information technology to ensure that you are compliant with legislative requirements, statutory standards, local policy and protocols, practice directives and reflects social work frameworks.
4. Be legally literate and remain up to date with emerging case law to inform practice within the relevant practice area, including upholding the principles of human rights, equalities and practicing in a culturally competent manner.
5. To be able to apply social work theory, models, best practice and methods to practice with a specific focus on systemic and strengths based approaches and a good understanding of human development throughout the lifespan.
6. To work in partnership with individuals applying professional curiosity, critical thinking, analysis and evidence based research to form a professional opinion and translate this into professional documentation and plans to address identified risks and support independence.
7. Be able to use professional power and authority in an appropriate and proportionate way ensuring that individuals are safeguarded and their rights protected.
8. Be able to collaboratively work with and be informed by individuals, colleagues, partner agencies and communities ensuring that voice, wishes and preferences of the individual at the centre of the intervention is explicitly recorded and taken into account when making professional decisions and judgements.
9. Be able to demonstrate reflective practice and identify own limitations, bias or tensions and seek supervision, advice or guidance where necessary
10. To Practice in accordance with the professional code of ethics and uphold social work and council values at all times, including be responsible for acting on identified continuing professional development needs.

Role Profile - Details Specific to Job Family

These roles would be regarded as “front line” service delivery roles. Here, role holders are directly accountable for performance, often through the direct control of significant resources or through managed contracts. These roles may also deliver some of their results through collaborative working with co-producers or other third party agencies.

At the lower levels, operational managers may oversee a department or team and at the lowest levels, direct contact with service users will be a common feature of roles in this job family. At the higher levels, they may be in charge of a department, large operational area or the management of significant contracts and may be ultimately accountable for ensuring compliance with statutory obligations.

Role Profile - Details Specific to Grade

Will have accountability for achieving clearly specified and measurable results either personally or through the leadership of a team. Will be dealing with complex problems and issues within the boundaries of technical or professional skill and knowledge. Will make recommendations on procedural improvements and other initiatives to enhance team performance.

Roles requiring a level of professional expertise to deliver a front line service.

Person specification (knowledge, skills, experience and behaviours required in the role)

1. Social work qualification and at least one year's post qualifying experience in a social work role and be able to meet the requirements of the social work regulator. With the exception of Newly qualified Social Workers (ASYE).
2. A current valid UK driving licence and the use of a car for work, with valid insurance covering business use - where required.
3. Demonstrate an effective and active use of supervision for accountability, professional reflection and development
4. Demonstrate an ability and understanding of the frameworks, theory and research which are applicable to the practice setting.
5. Demonstrate a working knowledge and understanding of the legal and policy frameworks and guidance that inform social work practice and which safeguard vulnerable service users. (Relating specifically to the area in which this post is placed).
6. Demonstrate an ability to clearly and effectively communicate with service users, families and carers colleagues, and other professionals ensuring that individual's views opinions and wishes are explicitly recorded using a range of tools and techniques applicable to the service sector.
7. Have excellent organisational skills and be able to prioritise workload according to risk and need.
8. Demonstrate the ability to work as an autonomous professional and an ability to produce succinct and clear professional documentation which is of an excellent standard and in line with statutory and local timescales and local protocol.
9. Demonstrate skills in sharing information appropriately and respectfully and recognise lines of accountability and the boundaries of professional autonomy and discretion.
10. Be familiar with and demonstrate practice which meets the required level within social work frameworks. The PCF and KSS underpin the role and expectations of a Social Worker in the People Directorate. Links https://www.basw.co.uk/pcf/ KSS Adults / KSS Child and Family SW

1. Demonstrable willingness to participate in training and staff development relevant to the role and to take advantage of learning opportunities and apply learning. High degree of competence in use of IT.
2. Carry out all duties in accordance with all the council and directorate policies and procedures, implementing and promoting and ensure that members of staff within the team are complying with these standards.
3. Ensure all health and safety standards are adhered to for the relevant work area.
4. Apply equality and diversity policies in the workplace.
5. Ensure all health and safety standards are adhered to for the relevant work area