# JOB DESCRIPTION AND PARTICULARS OF APPOINTMENT

- Job Title: Social Worker, Children's Placement Services (Full Time)
- Post Number: P15860
- Grade and SCP: Band 11 SCP 29-33 (ASYE Grade 10, SCP 26-28)
- Directorate: People

## Where your role fits at Shropshire Council

At Shropshire our priority is to be a 'best value' authority that delivers, enables, and influences for Shropshire and its residents by:

- Being financially stable and sustainable
- Having clear priorities and purpose
- Supporting and enabling our workforce to excel

Recognising the challenge across local government today. This starts with our Improvement Plan to address immediate challenges, while ensuring a focus on the future and how the Council will need to look, feel, and operate to best serve the needs of the county and its residents, and being aware of changes in national policy.

Our Shropshire values: PROUD

- Partnerships
- Respect
- Opportunities
- Understanding
- can Do

Aim to unify the workforce, support transformation, improve trust, and build a modern, sustainable Council.

As a member of the ***Assessment & Recruitment Team*** within ***Fostering*** you will support the achievement of these key priorities, making a real difference to the lives of people in Shropshire.

## Overview of your role

You will contribute to the achievement of both the Council's Vision of "To improve significantly the quality of life for Shropshire people" and the Directorate's Vision and Values Statement. You will also play your part in helping to deliver the Corporate Director's service plan. You will ensure your practice is inline with Social Work England's professional standards and have a commitment to your professional development and maintaining your registration.

You will provide and arrange the necessary services for Foster Carers in accordance with Council Policies, Procedures and Statutory Regulations. You will assess and support Foster Carers to provide safe, stable and nurturing homes for children in need of their care.

To support the achievement of departmental and divisional objectives as outlined in service plans and to work to relevant departmental, professional standards.

## Who will your manager be and what will you be responsible for?

- Reporting to the Team Manager who is in turn responsible for your health and safety, training and development.

- Expected to contribute to a range of developments in the service area and build relations with both internal and external partners in order achieve specified outcomes but will not have direct authority over those involved.

- Responsible for completing within expected timescales all mandatory corporate and role specific training. Training requirements will be detailed in your corporate induction and Personal Development Plan (PDP). Courses are accessed via the council Learning Management System via the Intranet.

## What will you be doing?

- To manage a caseload of foster carers and undertake a range of complex social work practice interventions that support the bringing together the right services to deliver our corporate priorities of 'protecting and supporting our most vulnerable children and adults' and 'putting our children and young people first'.

- Completion of robust, analytical carer assessments informed by statutory checks, references, research, regulations and practice guidance.

- To work in line with court, management and regulatory directed timescales, with the ability to plan and prioritise required tasks

- To provide direct supervision and support to prospective / approved foster carers in line with fostering legislation, attending, and supporting them in meetings related to the child.

- To ensure that all regulatory requirements are met, updating knowledge and understanding in relation to new guidance, research and legislation.

- To be reflective, restorative and practice with a therapeutic trauma informed approach. Working collaboratively with children, carers and birth family members to achieve best outcomes for children.

- To convene the review process for foster carers, where necessary identify additional learning and development opportunities for carers to increase their skill base, make recommendations to fostering panel and Agency Decision Maker where it is evident that a carer is not able to fulfil National Minimum Standard

- To ensure children's care experiences are understood through direct work that contributes to carers reviews and the support to be provided.

- To liaise with Team Managers and LADO to ensure Schedule 7 notifications for the reporting to Ofsted and other agencies are completed

- Support placement stability through a range of interventions. Work in compliance with all Shropshire policies and procedures in relation to Children Looked After by the Local Authority.

- To work to provide those qualifying young people with a smooth transition towards different permanence arrangements, staying put arrangements, supported board and lodging arrangements or independent living

- Participating in regular supervision or consultation with the Team Manager ensuring that they are always made aware of significant issues in respect of foster carers, children and families.

- Manage a complex workload, assessing and managing risk whilst ensuring carers are well supported and children achieve stability and good quality care within foster care arrangements.

- Attend and contribute to child protection conferences and other statutory safeguarding meetings, producing high-quality assessments and reports as appropriate.

- Personal accountability for delivering services efficiently, effectively and within budget. To implement any approved savings and investment allocated to the service.

- Seek to work in partnership with colleagues across different partner agencies and throughout local authority in order to achieve identified outcomes for vulnerable children in their service area.

- Support children and families to achieve permanence, addressing any barriers effectively and within required timescales for the child.

- A proportion of the work requirement will involve computer activities such as managing emails, reading reports, writing reports, inputting into the electronic case recording system. You will carry and use equipment to support hybrid working

- The post holder will be required to complete home visits to carers and children, working over several locations, including people's homes, across the council and other geographical areas, you will work in line with the council's mobile working policy.

- The postholder will be required to offer substantial support to service users whereby statutory and legal actions are being undertaken – i.e., court work to remove a child.

- Provide expert professional opinion into the practice of colleagues within their team regarding complex cases and act as a resource base for other staff and students when delivering services to individuals, carers, and their families.

- To contribute to the cost effectiveness of services, ensuring the most appropriate and cost-effective options are considered.

- Contribute to reviewing cases, quality assurance, audits and learning outcomes.

- To comply with safe systems of work in accordance with the Local Authority Health, Safety and Welfare policies and procedures.
- To carry out statutory duties as authorised by Managers, Safeguarding Service and The People's Director

- To contribute to the Service Plans, and work towards its achievement.

- To organise, facilitate and participate in training as required, sharing learning research findings, evidence-based practice, and relevant legal presidencies with colleagues to support professional development.

- To participate in and contribute to regular Carer Forums and Support Events to ensure carers voices are heard and contribute to service delivery.

- Contribute and engage with activities to support the Marketing functions within the service.

- Maintaining accurate and timely recording on case management information systems (LCS).

- Ensure data protection is upheld, engaging with required training and understanding the processing of sensitive data.

- Responsibility for financial resources from the occasional direct handling of cash. May at times handle service users' personal possessions to facilitate the need to move a child or families.

- To keep case records and other information in accordance with approved Policies and Procedures (both manual and computerised).

- To develop an understanding and awareness of issues related to equal opportunities, anti – racist and anti-discriminatory practice and to demonstrate this in carrying out your duties.

- To comply with safe systems of work in accordance with the Local Authority Health, Safety and Welfare policies and procedures.
- To contribute to key developmental work in order to maintain a culture of continuous improvement within the service.

- Be responsible for promoting continuous personal and professional/development of self through staff development opportunities and attend and make effective use of professional supervision.

- Hold and maintain Social Work England registration

- The post holder may be required from time to time to undertake other comparable duties not specifically mentioned in this Job Description. This Job Description is intended as a guide to the principal duties and responsibilities of the post and, as such, will be subject to periodic review in consultation with the post holder

## What we expect of you

You will:

- adopt a customer focused approach when delivering your service, ensuring engagement with service users and maintenance of an appropriate personal profile
- act as an advocate for your service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,
- meet individual, service and personal development targets agreed through the Performance Development Review Process, learn from experience and are

committed to continuous improvement individually and as an employee of the Council,

- work with colleagues to meet your team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.
- meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.

## What are your conditions of Service

The conditions of service are those laid down by Shropshire Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services
Your primary work base will be at The Guildhall in Shrewsbury with the requirement/option to regularly work from your home.

Your post is subject to the following:

- The post is *Permanent* for 37 hours per week,
- Normal office hours are 8.45 a:m – 5:15 p:m Monday -Thursday, 8.45 a:m – 4:00 p:m Friday with a minimum lunch break of 30 minutes. Occasional evening / weekend work may be required,
- The post is subject to the Council's annualised hours scheme as implemented within the specific work area.

This post carries eligibility to join the Local Government Pension Scheme. Information about this will be sent with any formal offer of appointment.
Annual leave entitlement is a pro rata flat rate scheme of 207 hours (28 days) annual leave plus bank holidays, with five days extra awarded to those staff with five years local government service giving an entitlement of 244 hours (33 days). Two days of an employee's allowance (pro rota for part time staff) must be taken at Christmas for any potential Christmas closures. Employees who work in a building/service which is required to open over the Christmas period, the two days leave (pro rota) can be carried over into your next leave year but must be used by the end of March.

The appointment is subject to two months' notice in writing on either side.
The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.
Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on council business at the rate of 55 pence per mile from your official work base.

## What pre-employment checks will we undertake?

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form,

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an **Enhanced Disclosure** from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information. Once appointed, the successful applicant(s) will also be required to apply for an Enhanced Disclosure at pre-determined intervals during the course of their employment whilst in this post.

Supplying false information or failing to disclose relevant information could be grounds for refusal and could amount to a criminal offence.