



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	Social Worker, Protection and Permanency
Grade:	6 – PO1
Directorate:	People
Responsible to:	Team Manager, Protection and Permanency

Purpose of the Job:

To provide quality social work services to children in need and their families in accordance with legal requirements, departmental policies and procedures.

To provide support services to children in need of protection and children who are in need of family care.

To work as a member of an integrated service with families and carers to ensure that children and young people are able to achieve the outcomes in Every Child Matters.

Main Responsibilities:

1. To carry a caseload of child-care cases
2. To participate in duty system and provide specialist duty cover as required
3. To take account of the child's and family's cultural, racial and linguistic background and religious persuasion in providing services
4. To take responsibility for efficient caseload management
5. To maintain accurate and up to date records as required by departmental procedure
6. To prepare assessments, plan and review child in need, child protection and LAC plans
7. To prepare reports for case conferences, meetings, courts or other purposes as required
8. To take responsibility for keeping up to date with key research and developments in relations to providing family support services
9. To work closely with agency partners to develop services for children, young people and their families as required from time to time



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10. To attend team meetings and participate in team development
11. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

STANDARD CLAUSES

1. Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Rutland County Council's and other relevant bodies training programmes and policies.

2. Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

3. Equal Opportunities

You will uphold Rutland County Council's Equal Opportunities practices in accordance with the Council's Equality and Diversity Policy, to ensure the promotion of fair and high quality services to all.

4. Customer Care

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Rutland County Council's Customer Care Policies.

5. Financial Management

To be aware of your responsibilities under the constitution of the Council relating to financial and contract procedural rules.

To administer the budgets assigned to you in accordance with financial and contract procedure rules.



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6. Technology

Where appropriate you will work with computer and other new technology and associated systems as required and support staff in its use.

7. Risk Management Responsibility

You will take reasonable steps to ensure your awareness of any issues identified in strategic or operational Risk Registers that impact on, or might be impacted on by the performance of your duties. You will exercise the proper care in carrying out actions to mitigate such risks as directed by your line manager or by corporate or departmental statements of policy.

8. Environment

You will familiarise yourself and work in accordance with the County Council's environmental policies and established office and work practices, including, but not limited to, those contained on the Environmental Policies webpage on the Staff Intranet available via the Climate Change intranet pages.

9. Other duties

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
DIPSW/BASW/CQSW	D
Registered with HCPC	D

Desirable	Method of Assessment *
Post qualifying training	D

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Evidence of practical application of social work skills in family support.	A/I
Working with the National Assessment Framework to plan and review outcomes for children and young people.	A/I
Child-care legislation (1989 Children Act, 2004 Children and Adoption Acts).	A/I
The issues that affect parenting capacity and the impact of deprivation on child development.	A/I
The legal processes and organisation for working in care proceedings.	A/I
The provision of services in a rural local authority.	A/I

Desirable	Method of Assessment *
The processes involved in placing children for adoption.	A/I



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SKILLS

Essential	Method of Assessment *
Court work, child-protection work and providing complex care plans to assistant children and young people in need.	A/I
The management of risk and assessment of children's needs for protection from significant harm.	A/I
Enthusiasm and commitment to developing services in this area with agency partners.	A/I
A commitment to ensuring children and young people's participation in service planning and delivery	A/I
I.T. Literate	A/I

Desirable	Method of Assessment *

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

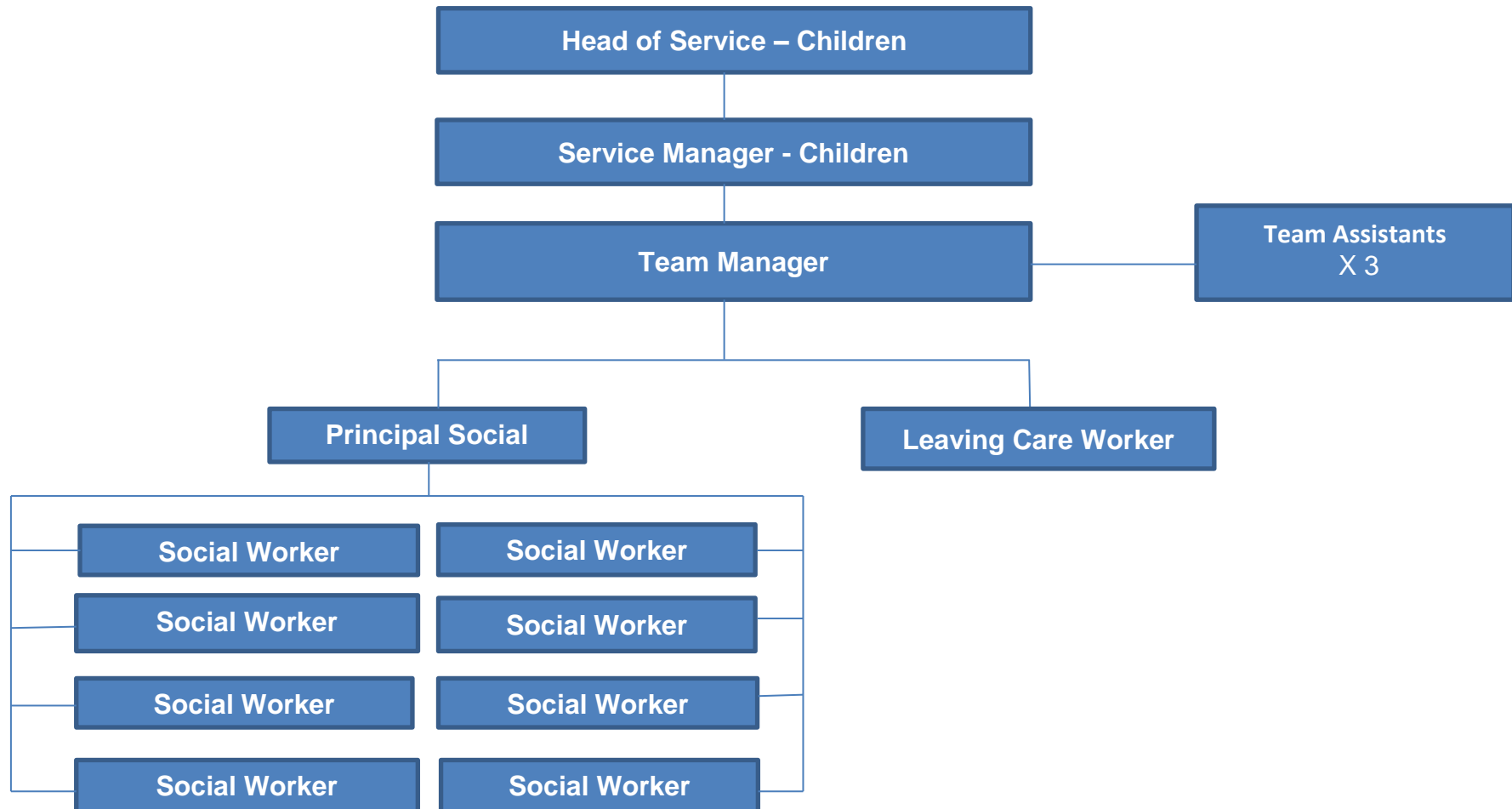
Essential	Method of Assessment *
Mobile and able to work from various locations	A/I
Ability to work outside normal office hours if required	A/I
Desirable	Method of Assessment *



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* A = Application Form D = Documentary evidence I = Interview T = Test

STRUCTURE





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NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
01.11.2011		Helen Bannister – Head of Service Vulnerable Children and Customer Care