



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Post Title:	Social Worker (Referral & Assessment)
Grade:	G06/PO1
Department:	Children & Families
Responsible to:	Team Manager, RAIS

Purpose of the Job:

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

To carry a workload reflecting increasing complexity, risk, uncertainty and challenge, in line with the capability of a social worker with a minimum of one year's frontline experience in a social work role.

To work as a member of an integrated Front Door Service with Early Help to work collaboratively with children, young people and families/carers to assess their needs, plan and deliver services in accordance with the social work team's service area.

Main Responsibilities:

- 1) To participate in the three weekly contact and referral duty system and provide specialist duty cover as required, supporting and advising members of the public on matters relating to children and families; screening referrals and working closely with our Early Help Front Door colleagues to identify the right support for our families at the right time.
- 2) Undertake assessments in accordance with statutory/regulatory and operational standards, policy, and procedures for the service and in the context of assessing risk to children and young people. Produce succinct, well-structured records and reports, clearly recording and reporting analysis and judgements.
- 3) Work in partnership with children, young people and families/carers and by building effective relationships, elicit their needs and views and promote participation in decision making. Taking account of the child's and family's cultural, racial and linguistic background and religious persuasion when providing services.
- 4) Plan, implement and review a range of interventions for children, young people and families/carers in accordance with statutory/regulatory and operational standards, policy and procedures for the service.



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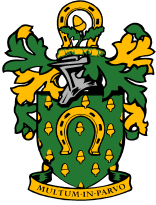
- 5) Hold short term Child in Need plans post assessment or manage and present a child/ren to Initial Child Protection Conference where agreed.
- 6) Work closely with agency partners to develop services for children, young people and their families identify, assess, plan for and support the needs of children, young people and families/carers in order to promote positive change and independence, whilst demonstrating confident and effective judgement about risk to children and young people.
- 7) To take responsibility for efficient caseload management.
- 8) To maintain accurate and up to date records safely and confidentially in accordance with Departmental procedure and the Council's policies and procedures.
- 9) Meet the requirements of the Professional Capabilities Framework and continued registration with Social Work England in respect of practice standards, conduct and professional development.
- 10) To attend team meetings, participate in team development, training or other learning and development opportunities as required

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.

Take reasonable care of your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate 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.

Dimensions

No budget or line management responsibilities



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
DIPSW/BASW/CQSW	D
Registration with Social Work England (SWE)	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 or duty setting	A/I
Completing assessments/tasks within timescales	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, Working Together 2013)	A/I
The issues that affect parenting capacity and the impact of deprivation on child development	A/I
The processes involved in placing children in care	A/I
The provision of services in a rural local authority	A/I

Desirable	Method of Assessment *
The legal processes and organisation for working in care	A/I



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proceedings	
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SKILLS

Essential	Method of Assessment *
The management of risk and assessment of children's needs in order to provide 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 *
Court work, child-protection work and providing complex care plans to assistant children and young people in need	A/I

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

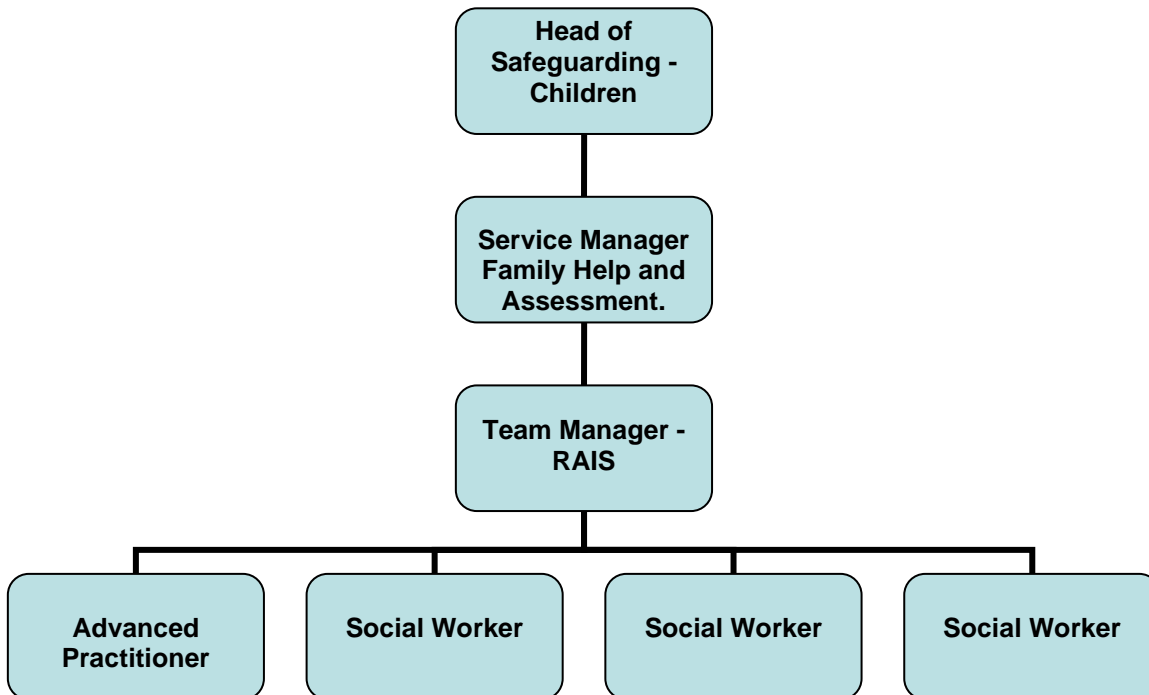
Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I

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



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STRUCTURE



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

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
26.02.2015		Kay Mitchell, Interim Head of Families Support – Social Care
18.05.2017	Yes – team name only	
21.02.2024	Update into new template	Rebecca Headington, Team Manager RAIS
24.06.2024	Structure and JD updated.	Darrell Griffin, Service Manager Family Help and Assessment