CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Children’s Services** | **SERVICE GROUP:**  |
| **POST TITLE: Social Worker ASYE** | **REPORTS TO: Team Manager** |
| **GRADE: SO1 SCP 23-25** | **SAP POSITION NUMBER :**  |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

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| **Key Purpose of Post** |
| * To safeguard children including those at significant risk of harm , assess and manage risk and undertaken critical decision making including taking professional responsibility for decision making
* Contribute to the provision of Social Care Services in the Community and other settings.
* Provide an effective Social Work service including assessment, case planning and reviews.
* Operate a Social Work service within departmental policy, practice and procedures.

This Job Profile relates to case holding social workers in the following teams:* Localities
* MASH
* Throuchcare and After Care
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| **Main Responsibilities of Post** |
| 1. Under supervision to ensure appropriate care for service users. To ensure the best use of existing mainstream and specialist resources, and demonstrate innovation with these resources where appropriate.
2. Under clear supervision and initially in conjunction with an experienced worker to undertake preventative work with service users to diminish safeguarding concerns.
3. Under close supervision manage a caseload, exercising decision making in line with professional criteria and making sure that case work is appropriately planned, critically evaluated and reviewed.
4. Investigate concerns of significant harm.
5. Under close supervision to accept responsibility for and supervision of service users who are provided with care services and review such cases.
6. To maintain up to date, accurate, concise and purposeful records of work in line with departmental policy on recording and access to files.
7. With managerial support to provide witness and give evidence to court and other relevant bodies as required, including evidence in court in proceedings including the presentation of reports and application of appropriate legal orders.
8. Work in partnership with other agencies and organisations in line with the responsibility outlined above, in order to fulfil the provisions of a Social Work service. Maintain contact with a wide range of statutory and voluntary sector professionals for information exchange, the exercise of judgement and in order to influence outcomes in case planning and decision making.
9. To contribute to multi-disciplinary assessments and participate in reviews and planning meetings.
10. Facilitate consultation with, and the participation of, service users.
11. Apply Social Work ethical principles and values to guide your professional practice and decision making including partnership with service users.
12. Under close supervision make appropriate use of legislation to safeguard and promote the welfare of service users.
13. To act in accordance with the priorities and policies of the Department.
14. Identify and act on learning needs for own continuing professional development.
15. To participate continuously in professional development opportunities, including regular supervision and appraisal, in line with registration and HCPC standards.
16. Actively promote and support Council policies on Equality and working in an anti-oppressive manner.
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| **Structure** |

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| **Special Knowledge Requirement.** **See Appendix A for Professional Capabilities Framework for Social Work (PCF) on completion of Social Work training and for PCF at end of ASYE** |
|  | **Essential** |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**. | X |
| Due to the Government’s Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet either the Lower threshold level – the person is able to demonstrate this during the interview**.** | X |
| Able to learn and use knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area ofWork. | X |
| Has effectively used key IT packages including Microsoft Word, Excel and Outlook.  | X |
| Ability to adopt a process of continual improvement and suggest ways ofworking more efficient and effectively to improve service delivery. | X |
| Able to use, interpret, handle and communicate large volumes of often complex and detailed information, and relay it to customers in writing and /or over the telephone / face to face. | X |
| Has implemented, maintained and managed accurate information systems both manual and computerised.  | X |
| Has completed clerical and administrative work with accuracy and attention to detail. | X |
| Able to operate a range of office equipment e.g. telephone, photocopier, fax etc. | X |
| Demonstrate a critical understanding of the legal and policy frameworks and guidance that inform and mandate Social Work practice with children, young people and families, recognising the scope for professional judgement. (PCF 5)  | X |
| Evidence that you can demonstrate a capacity for logical, systematic, critical and reflective reasoning and apply theories and techniques of professional practice that are relevant to working with children, young people and their families. (PCF 6)  | X |
| Use a planned and structured approach, informed by Social Work methods, models and tools, to promote positive change and independence and to prevent harm. (PCF 7) | X |
| Understand forms of harm and their impact on people, and the implications for practice in Children’s Services, drawing on concepts of strength, resilience, vulnerability, risk and resistance, and apply to practice. (PCF 5) | X |
| Understand the inter-agency, multi-disciplinary and inter-professional dimensions to practice within Childrens Services and demonstrate effective partnership working. (PCF 8)  | X |
| Recognise diversity and apply anti-discriminatory and anti-oppressive principles in practice, and be able to demonstrate an understanding and questioning of the significance of such issues on the lives of people. (PCF 3)  | X |
| Be able to maintain accurate, comprehensible, succinct and timely records and reports to support professional judgment and organisational responsibilities, using the ICS electronic recording system. (PCF 7)  | X |
| Be able to demonstrate effective and active use of supervision, for accountability, professional reflection and development. (PCF1)  | X |
| Demonstrate respectful partnership work with service users and carers, eliciting and respecting their needs and views, and promoting their participation in decision-making wherever possible (PCF 2)  | X |

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| **Relevant experience requirement** |
| The applicant is required to provide evidence of having previously spoken fluently in English in order to meet either the Lower threshold or Advanced threshold level outlined under Special Knowledge above.  |
| GCSE Maths and English at Grades A-C or be able to demonstrate good literacy and numeracy through assessment before interview. |
| Experience in Social Work settings through practice placements, volunteering and/or employment.  |
| Other relevant experience of work with children and families is welcomed.  |
| Ability to work autonomously and seek support when required. |

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| **Relevant professional qualifications requirement** |
| DIPSW/ CSS /CQSW (Social Work qualification) Registered with the Health and Care Professions Council |

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| **Core Employee competencies to be used at the interview stage.**  |
| **Carries Out Performance Management** |
| Covers the employee’s capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.  |
| **Communicates Effectively**  |
| Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information**.** |
| **Carries Out Effective Decision Making**  |
| Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work. |
| **Undertakes Structured Problem Solving** **Activity**  |
| Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships. |
| **Operates with Dignity and Respect**  |
| Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.  |

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| **Working Conditions**  |
| You must be able to work evenings, weekends and bank holidays as required by the needs of the service. Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.  |

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| **Special Conditions** |
| There is a requirement for the post holder to have DBS checks. You need to have a full driving licence and a car available for work unless a disability prevents this.  |
| **Compiled by:** **Date:**  | **Grade Assessment Date:****February 2019** | **Post Grade: SO1**  |

**Appendix A**

**Professional Capabilities Framework for Social Work in England**

**The 2018 Refreshed PCF**

**ASYE**

**1. PROFESSIONALISM – Identify and behave as a professional social worker, committed to professional development.**

**Social workers are members of an internationally recognised profession. Our title is protected in UK law. We demonstrate professional commitment by taking responsibility for our conduct, practice, self-care and development. We seek and use supervision and other professional support. We promote excellent practice, and challenge circumstances that compromise this. As representatives of the profession, we safeguard its reputation. We are accountable to people using services, the public, employers and the regulator. We take ethical decisions in the context of multiple accountabilities.**

I…

* + am able to meet the requirements of the professional regulator
	+ am able to explain the role of the social worker in a range of contexts, and uphold the reputation of the profession
	+ understand that social work is an international profession with a global definition that supports professional identity and practice with diverse communities in England
	+ make pro-active use of supervision to reflect critically on practice, explore different approaches to my work, support my development across the nine capabilities and understand the boundaries of professional accountability
	+ demonstrate professionalism in terms of presentation, demeanor, reliability, honesty and respectfulness
	+ demonstrate workload management skills and develop the ability to prioritise
	+ recognise and balance my own personal/professional boundaries in response to changing and more complex contexts
	+ demonstrate effective use of ‘self’ in practice.
	+ recognise my own professional strengths and limitations, and how to seek advice
	+ identify your learning needs; assume responsibility for improving your practice through appropriate professional development
	+ develop ways to promote well-being at work, identifying strategies to protect and promote your own wellbeing and self-care, and the well being of others
	+ Identify and implement strategies for responding appropriately to concerns about practice or procedures, seeking guidance if required.

**2. VALUES AND ETHICS – Apply social work ethical principles and values to guide professional practices**

**Social workers have an obligation to conduct themselves and make decisions in accordance with our Code of Ethics. This includes working in partnership with people who use our services. We promote human rights and social justice. We develop and maintain our understanding of the value base of our profession throughout our career, its ethical standards and relevant law.**

I…

* Understand and apply the profession’s ethical principles (Code of Ethics) and legislation, taking account of these in reaching decisions
* Recognise, and manage the impact of your own values on professional practice
* Recognise and manage conflicting values and ethical dilemmas to arrive at principled decisions
* Demonstrate respectful partnership work with service users and carers, eliciting and respecting their needs and views, and promoting their participation in decision-making wherever possible
* Recognise and promote individuals’ rights to autonomy and self-determination
* Promote and protect the confidentiality and privacy of individuals within and outside their families and networks, recognising the requirements of professional accountability and information sharing. Be able to communicate confidentiality and privacy decisions effectively and compassionately.

**3. DIVERSITY AND EQUALITY – Recognise diversity and apply anti-discriminatory and anti-oppressive principles in practice**

**Social workers understand that diversity characterises and shapes human experience and is critical to the formation of identity. Diversity is multi-dimensional and includes race, disability, class, economic status, age, sexuality, gender (including transgender), faith and belief, and the intersection of these and other characteristics. We understand that because of difference, and perception of difference, a person’s life experience may include oppression, marginalisation and alienation as well as privilege, power and acclaim. We identify this and promote equality.**

I…

* + identify and take account of the significance of diversity, discrimination and inequality on the lives of people, and show application of this understanding in my practice
	+ recognise oppression and discrimination by individuals or organisations and implement appropriate strategies to challenge, in partnership and with the involvement of people affected where possible
	+ identify and understand the impact of the power invested in my role on relationships and interventions, and am able to adapt my practice accordingly, striving to reduce the risk of power misuse.

**4. RIGHTS, JUSTICE AND ECONOMIC WELLBEING – Advance human rights and promote social justice and economic wellbeing**

**Social workers recognise and promote the fundamental principles of human rights, social justice and economic wellbeing enshrined in national and international laws, conventions and policies. These principles underpin our practice and we use statutory and case law effectively in our work. We understand and address the effects of oppression, discrimination and poverty. Wherever possible, we work in partnership with people using services, their carers and families, to challenge inequality and injustice, and promote strengths, agency, hope and self-determination.**

I…

* begin to integrate principles of and entitlements to social justice, social inclusion and equality in my analysis and practice, by identifying factors that contribute to inequality and exclusion, and supporting people to pursue options to enhance their wellbeing and challenge injustice
* address oppression and discrimination applying the law to protect and advance people's rights, recognising how legislation can constrain or advance these rights
* apply in practice principles of human, civil rights and equalities legislation, and manage competing rights, differing needs and perspectives
* recognise the impact of poverty and social exclusion and promote enhanced economic status through access to education, work, housing, health services and welfare benefit
* empower service users through recognising their rights and enable access where appropriate to independent advocacy.
* demonstrate skills and approaches to practice that promote strengths, agency, hope and self-determination in people using services, carers, families and communities
	+ demonstrate skills and approaches to practice that promote strengths, agency, hope and self-determination in people using services, carers, families and communities

**5. KNOWLEDGE – Develop and apply relevant knowledge from social work practice and research, social sciences, law, other professional and relevant fields, and from the experience of people who use services**

**We develop our professional knowledge throughout our careers and sustain our curiosity. As a unified profession, we develop core knowledge that relates to our purpose, values and ethics. We also develop specific knowledge needed for fields of practice and roles. Our knowledge comes from social work practice, theory, law, research, expertise by experience, and from other relevant fields and disciplines. All social workers contribute to creating as well as using professional knowledge. We understand our distinctive knowledge complements that of other disciplines to provide effective services.**

* + Consolidate, develop and demonstrate comprehensive understanding and application of the knowledge gained in your initial training, and knowledge related to your specialist area of practice, including critical awareness of current issues and new evidence-informed practice research
	+ demonstrate knowledge and application of appropriate legal and policy frameworks and guidance that inform and mandate social work practice. This may include Knowledge and Skills statements in adults or children’s social work.
	+ apply legal reasoning, using professional legal expertise and advice appropriately.
	+ recognise where scope for professional judgement exists and the importance of this to ensure ethical practice.
	+ demonstrate and apply to practice a working knowledge of human growth and development throughout the life course
	+ recognise the short and long term impact of psychological, socio-economic, environmental and physiological factors on people’s lives, taking into account age and development, and how this informs practice
	+ understand the value of systemic approaches and how they can be used to understand and work with the person or family in their environment, social context and relationships, and inform social work practice
	+ acknowledge the centrality of relationships for people and the key concepts of attachment, separation, loss, change and resilience
	+ understand forms of harm and their impact on people, and the implications for practice, drawing on concepts of strength, resilience, vulnerability, risk and resistance, and apply to practice
	+ demonstrate a critical knowledge of the range of theories and models for social work intervention with individuals, families, groups and communities, and the methods derived from them
	+ demonstrate a critical understanding of social welfare policy, its evolution, implementation and impact on people, social work, other professions, and inter- agency working
	+ recognise the contribution, and begin to make use, of research to inform practice
	+ demonstrate a critical understanding of research methods
	+ value and take account of the expertise of service users, carers and professionals.
	+ apply knowledge and understanding of the opportunities and risks of new technologies, digital resources, online communications, virtual environments and social media in social work.

**6. CRITICAL REFLECTION AND ANALYSIS *–* Apply critical reflection and analysis to inform and provide a rationale for professional decision-making.**

**Social workers critically reflect on their practice, use analysis, apply professional judgement and reasoned discernment. We identify, evaluate and integrate multiple sources of knowledge and evidence. We continuously evaluate our impact and benefit to service users. We use supervision and other support to reflect on our work and sustain our practice and wellbeing. We apply our critical reflective skills to the context and conditions under which we practise. Our reflection enables us to challenge ourselves and others, and maintain our professional curiosity, creativity and self-awareness.**

* Apply imagination, creativity and curiosity to practice, considering a range of options to solve dilemmas and problems
* Use reflective practice techniques to evaluate and critically analyse information, gained from a variety of sources, to construct and test hypotheses and make explicit evidence-informed decisions.

**7. SKILLS AND INTERVENTIONS *-* Use judgement, knowledge and authority to intervene with individuals, families and communities to promote independence, provide support, prevent harm and enable progress.**

**Social workers engage with individuals, families, and communities, working alongside people to determine their needs and wishes, and what action may be helpful. We build productive working relationships and communicate effectively. Using our professional judgement, we employ appropriate interventions, promoting self-determination, support, protection and positive change. We develop and maintain skills relevant to our roles. We understand and take account of power differentials and use our authority appropriately. We evaluate our own practice and its impact, and how we improve outcomes for those we work with.**

I…

* + use a range of methods to engage and communicate effectively with service users, eliciting the needs, wishes and feelings of all those involved, taking account of situations where these are not explicitly expressed
	+ demonstrate clear communication of evidence-informed professional reasoning, judgements and decisions, to professional and non-professional audiences/stakeholders
	+ build and use effective relationships with a wide range of people, networks, communities and professionals to improve outcomes, showing an ability to understand and work effectively with negative or rejecting responses
	+ use appropriate assessment frameworks, applying information gathering skills to make and contribute to assessments, whilst continuing to build relationships and offer support
	+ select, use and review appropriate and timely social work interventions, informed by evidence of their effectiveness, that are best suited to the service user(s), family, carer, setting and self
	+ use a planned and structured approach, informed by social work methods, models and tools, to promote positive change and independence and to prevent harm
	+ recognise how the development of community resources, groups and networks enhance outcomes for individuals, and the role of social work in promoting this
	+ record information in a timely, respectful and accurate manner. Write records and reports, for a variety of purposes with language suited to purpose and audience, using plain English and optimising use of information management systems. Distinguish fact from opinion, and record conflicting views and perspectives.
	+ share information consistently in ways that meet legal, ethical and agency requirements
	+ recognise complexity, multiple factors, changing circumstances and uncertainty in people’s lives and I am able to prioritise your intervention
	+ use authority appropriately in my role
	+ demonstrate understanding of and appropriate response to risk factors in your practice. Contribute to the assessment and management of risk, including strategies for reducing risk, distinguishing levels of risk for different situations, and the value of positive risk taking when this supports self-determination and autonomy
	+ Demonstrate application of principles and practice for safeguarding adults and children including consideration of potential abuse. Apply strategies that aim to reduce and prevent harm and abuse.

**8. CONTEXTS AND ORGANISATIONS *-* Engage with, inform, and adapt to changing organisational contexts, and the social and policy environments that shape practice. Operate effectively within and contribute to the development of organisations and services, including multi-agency and inter-professional settings.**

**Social workers are informed about and pro-actively respond to the challenges and opportunities that come from changing social, policy and work contexts. We fulfil this responsibility in accordance with our professional values and ethics, as individual and collective professionals and as members of the organisations in which we work. We collaborate, inform and are informed by our work with other social workers, other professions, individuals and communities.**

I…

* + take account of legal, operational and policy contexts, proactively engage with my own organisation and contribute to its evaluation and development
	+ proactively engage with colleagues, and a range of organisations to identify, assess, plan and support the needs of service users and communities
	+ understand legal obligations, structures and behaviours within organisations and how these impact on policy, procedure and practice
	+ am able to work within an organisational remit and contribute to its evaluation and development
	+ understand and respect the role of others within the organisation and in the wider professional and service system of which it is a part, and work effectively with them
	+ work effectively as a member of a team, demonstrating the ability to develop and maintain appropriate professional and inter-professional relationships, managing challenge and conflict with support.

**9. PROFESSIONAL LEADERSHIP – Promote the profession and good social work practice. Take responsibility for the professional learning and development of others. Develop personal influence and be part of the collective leadership and impact of the profession.**

**We develop and show our leadership, individually and collectively, through promoting social work’s purpose, practices and impact. We achieve this through diverse activities which may include: advancing practice; supervising; educating others; research; evaluation; using**

**innovation and creativity; writing; using social media positively; being active in professional networks and bodies; contributing to policy; taking formal leadership/ management roles. We promote organisational contexts conducive to good practice and learning. We work in partnership with people who use services and stakeholders in developing our leadership and aims for the profession.**

I…

* show capacity for leading practice through the way I conduct my professional role, my contribution to supervision and to team and other professional meetings, promoting our purpose, practice and impact
* take steps to enable the learning and development of others.
* contribute to collective/collaborative professional leadership through participating in (e.g.) peer support, social work forums and meetings within and/or outside my organisation
* understand my responsibility to seek, plan and undertake ongoing professional development.