



Job Summary Overview

Job title	Social Worker
Career family	People Care
Professional pathway	Social Care and Education
Career family level	Intermediate/Officer (7b)
Grade	10-11
Reports to	Assistant Team Manager
Financial responsibility	None
Supervisory responsibility	None
Reference number	

Job Summary

To deliver professional social work support in line with Social Work England expectation to a caseload comprising children, young people, and families requiring Family Help, Children in Need services, Child Protection, public law outline involvement, children in care, and care leavers. This includes conducting timely, high-quality assessments and providing appropriate support and intervention to identify needs and mitigate risks.

To ensure that children, young people, and families receive effective services that incorporate government and local guidelines and initiatives. This encompasses adherence to the Children Acts 1989 and 2004, Working Together guidance, local Child Protection and Looked After Children procedures, as well as the Department of Health Assessment Framework 2000.

Key Responsibilities:

- Deliver efficient, effective support and timely interventions for children, young people, and families following professional assessments.
- Handle a diverse caseload
- Prepare and submit required written reports
- Attend and present at conferences, reviews, and court proceedings with professionalism and integrity.
- Keep the Assistant/Team Manager informed of significant case developments and seek advice when needed.
- Attend and update group supervision sessions as required.
- Engage in individual supervision and ongoing professional development.
- Maintain accurate, up-to-date case records using ICT and ensure compliance with performance data requirements.



- Ensure case management meets statutory requirements and Council policies.
- Act as duty worker for the team on a rota basis.
- Uphold equal opportunities, anti-discriminatory, and anti-oppressive practices, promoting these throughout the organisation.
- Collaborate proactively with partner agencies, parents, and carers.
- Ensure the child's voice is reflected in all casework, assessments, and plans.
- Encourage participation of young service users and families in meetings and service development.
- Comply with OCC health and safety policies and procedures, ensuring the wellbeing of self and others.

Health and Safety

You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.

Specific requirements	Essential <i>Mark with ✓ ▪</i>	Desirable <i>Mark with ✓ ▪</i>
Social Work Qualification and registration with Social Work England, with relevant post qualifying experience.	✓	
Have a knowledge of legislation, guidance, policy and procedures	✓	
Have excellent verbal and written communication skills	✓	
Have a knowledge of services relevant to children, young people, families, carers, groups and partner agencies	✓	
Proven track record of safeguarding work with children in need of help and protection.	✓	
Have a working knowledge of Motivational Interviewing and the cycle of change and their application in social work with children and families	✓	
A commitment to ongoing learning, training and professional development	✓	
Demonstrate professional competence in social work practice by using current knowledge and working within agreed standards of best social work practice and carrying out duties in accordance with the Social work England standards of conduct, performance and ethics: https://www.socialworkengland.org.uk/ • Commitment to anti-discriminatory and anti-oppressive practice.	✓	
Able to communicate appropriately and effectively, verbally and in writing with adults, children and other professionals, ensuring language is accessible to all.	✓	



Able to produce timely and high-quality written work and comply with directorate recording procedures	✓	
Able to effectively use a range of IT systems (Word, Outlook and Children's Services Case Management Systems)	✓	
Able to demonstrate good professional analysis, risk assessment and decision-making skills	✓	
Ability to chair meetings, including planning meetings	✓	
Understanding of the need for provision of high quality and effective services within the context of efficient use of resources	✓	
Can travel to visit clients and attend meetings over a wide area and at short notice.	✓	
Excellent interpersonal skills and the ability to form professional working relationships with children, their families and partners	✓	
Capacity to manage time effectively	✓	
Commitment to working in partnership with parents and carers	✓	

Working Arrangements

- The post is not politically restricted.
- Full driving license with business insurance required to be able to travel and work from various office locations within the county.
- Enhanced Disclosure and Barring Service check with Children's and Adults Barred List
- Required to provide cover for colleagues during periods of absence to ensure continuity of service and maintain operational efficiency.
- Ability to work flexibly, including work on a rota basis, evenings, weekends, bank holidays, sleep-ins and responding to emergencies.
- Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our Agile Working Policy.
- Able to travel across the county and work from various office locations within the county.

Health and Safety at Work

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

The potential significant hazard(s) and risk(s) for this post are identified below (those ticked).

X	Provision of personal care on a regular basis	☐	Driving HGV or LGV for work
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X	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	X	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
☐	Working at height/ using ladders on a regular/ repetitive basis	X	Restricted postural change – prolonged sitting
X	Lone working on a regular basis	☐	Restricted postural change – prolonged standing
X	Night work	☐	Regular/repetitive bending/ squatting/ kneeling/crouching
X	Rotating shift work	☐	Manual cleaning/ domestic duties
☐	Working on/ or near a road	☐	Regular work outdoors
X	Significant use of computers (display screen equipment)	X	Work with vulnerable children or vulnerable adults
X	Undertaking repetitive tasks	X	Working with challenging behaviours
☐	Continual telephone use (call centres)	☐	Regular work with skin irritants/ allergens
☐	Work requiring hearing protection (exposure to noise above action levels)	☐	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐	Work requiring respirators or masks	☐	Work with vibrating tools/ machinery
☐	Work involving food handling	☐	Work with waste, refuse
☐	Potential exposure to blood or bodily fluids	X	Face-to-face contact with members of the public
☐	Other (please specify):		