



<b>Job description</b>	
<b>Job title</b>	Social Worker
<b>Pay Band</b>	Experienced – Pay Band L Advanced – Pay Band M
<b>Service</b>	Children's Social Care
<b>Accountable to</b>	Children's Social Care Team Manager
<b>Date reviewed</b>	June 09

### **Purpose of the job**

Under the supervision of a specified Social Care Manager the post-holder will ensure that needs of children, young people and their families are identified, safeguarded met and monitored in accordance with the requirements of the Children Act, Service Policy, procedures and other relevant requirements and legislation.

### **Duties and responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Promote the welfare and safeguarding of children, young people and their families in Knowsley.
2. To carry out timely assessments on children, young people and families in accordance with the Framework for Assessment and working together guidance.
3. Ensure assessments and planning for children and young people actively promote the participation and engagement of all relevant agencies, the child/young person and their family.
4. Prepare/formulate care plans for children and young people which take account of their views wishes in the implementation of those care plans.
5. To maintain case records to a high standard and produce reports in accordance with the Service guidance/policy and procedure which reflect national guidelines using the relevant information technology.
6. To ensure that the diverse needs of children, young people and their families are identified, met and regularly reviewed and plans updated to reflect any subsequent changes.



7. To participate in developmental activities as may be required, and to promote improvement of service or the use of resources.
8. Ensure the statutory duties of the Council are fulfilled and met in accordance with legal requirements and Service responsibilities in relation to statutory reviews or instruments in accordance with the particular responsibilities of the post taking into consideration the council's duty to promote and safeguard a child's welfare.
9. To pursue appropriate personal and professional training and development opportunities as and when they occur to ensure compliance with GSCC and Directorate standards/expectations.
10. To comply with all the Council's Standing orders and Financial regulations..
11. Any other duties (commensurate with the grade) which will assist the Service in meeting its objectives

### Health and safety

- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

### Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

### Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.