



<b>DEPARTMENT: Children’s Services</b>	<b>SERVICE GROUP:</b>
<b>POST TITLE: Social Worker</b>	<b>REPORTS TO: Team Manager</b>
<b>GRADE: L2 SCP 27 - 30 (PO1)</b>	<b>SAP POSITION NUMBER</b>

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.

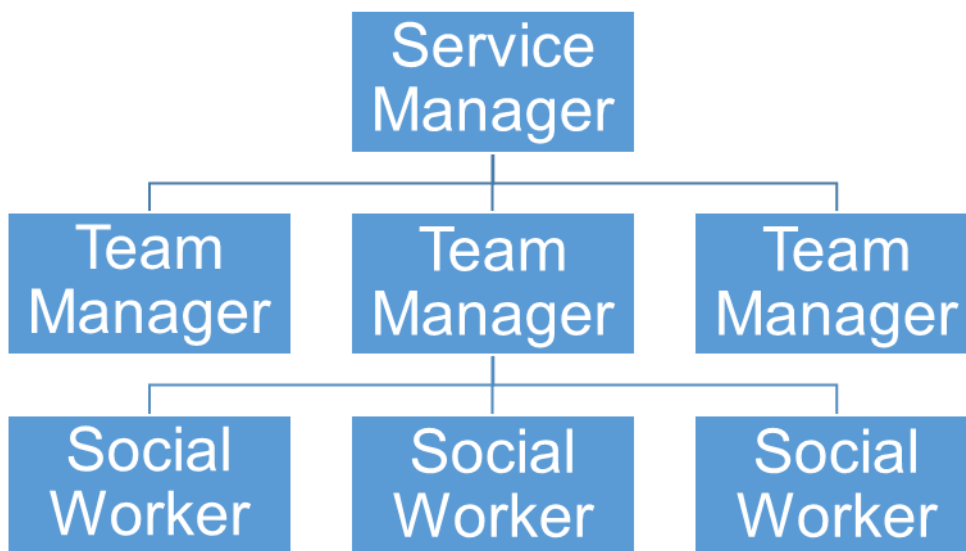
Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

<b>Key Purpose of Post</b>
<ul style="list-style-type: none"> <li>• 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</li> <li>• Contribute to the provision of Social Care Services in the community and other settings.</li> <li>• Provide an effective Social Work service including assessment, case planning and reviews.</li> <li>• Operate a Social Work service within departmental policy, practice and procedures.</li> </ul> <p>This Job Profile relates to case holding social workers in the following teams:</p> <ul style="list-style-type: none"> <li>• Localities</li> <li>• MASH</li> <li>• Leaving Care</li> </ul>

### Main Responsibilities of Post

1. To provide a Social Work service to individuals, their families and carers by assessing and identifying their needs and meeting them through direct therapeutic work, care planning and management. To be able to integrate a theoretical approach with practice.
2. Provide expert witness and give evidence to court and other relevant bodies as required, including evidence in court in proceedings and including the presentation of reports and application of appropriate Legal Orders.
3. 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. Make appropriate use of legislation to safeguard and promote the welfare of service users, facilitating their consultation and participation.
5. To contribute to multi-disciplinary assessments and participate in reviews and planning meetings.
6. Ensure appropriate care for service users. To ensure the best use of existing mainstream and specialist resources, and to demonstrate innovation with these resources, where appropriate.
7. Accept responsibility for and supervision of service users who are provided with care services and review such cases, undertaking preventative work with them to diminish safeguarding concerns.
8. Work in partnership with other agencies and organisations in line with the responsibility outlined in this job profile, 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 judgment and in order to influence outcomes in case planning and decision making.
9. Investigate concerns of significant harm.
10. To maintain up to date, accurate, concise and purposeful records of work, in-line with departmental policy on recording and access to files.
11. To participate continuously in professional development opportunities, identifying and acting on learning needs and taking part in regular supervision and appraisal in-line with Social Work registration and HCPC standards.
12. Independently manage own workload seeking support and investigating solutions for workload difficulties.
13. Provide support and mentoring for newly qualified staff and volunteers as required, assisting in the development of new resources and work on specialist projects.
14. Apply Social Work ethical principles and values to guide your professional practice and decision making, including partnership with service users.
15. To act in accordance with the priorities and policies of the Department, actively promoting and supporting Council policies on equality and work in an anti-oppressive manner.

**Structure**



<b>Special Knowledge Requirement: Will be used for shortlisting. See Appendix A for Professional Capabilities Framework for Social Work (PCF)</b>	
<b>Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.</b>	
	<b>Essential</b>
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 the Advanced threshold level which will be implemented where the post requires a greater level of sensitive interaction with the public, (e.g. in children's centres) – where the person is able to demonstrate that they can during the interview: a) Express themselves fluently and spontaneously, almost effortlessly b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language.	x
Be able to apply and consolidate knowledge of social sciences, law and Social Work practice theory, and be able to demonstrate a comprehensive understanding and use of this knowledge related to the area of Social Work in Childrens Services. (PCF 5)	x
Use judgement and authority to intervene with individuals, families and communities to promote independence, provide support and prevent harm, neglect and abuse by engaging effectively with people and gathering information in complex situations, developing and using a range of interventions and routinely explain professional reasoning, judgements and decisions. (PCF 7)	x
Operate effectively within multi-agency and inter-professional partnerships and settings, working within the organisations remit, including building your own network and collaborative working. (PCF 8)	x
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. (PCF 5)	x
Recognise diversity and apply anti-discriminatory and anti-oppressive principles in practice, recognising discriminatory practices and develop approaches to appropriately challenge service users, colleagues or senior staff. (PCF 3)	x
Be able to record accurate information, and write records and reports using electronic recording systems including recording of analysis and judgements (ICS) and use of other recording systems. (PCF 7)	x
Take responsibility for obtaining regular effective supervision, identify and act on own learning needs through CPD, and manage workload independently seeking support and suggesting solutions. (PCF1)	x
Be able to recognise the requirements of professional accountability and information sharing and understand and apply Social Work ethical principles and legislation. (PCF 2)	x
Understands and applies health and safety working practices, including risk in own area of work and or across other areas of work.	x

Uses a wide range of basic computer applications.	x
Knows the costs for products and services within own area of responsibility.	x
Knows and understands how to analyse, interpret and present complex information from a variety of sources	x

**Relevant experience requirement: Will be used for shortlisting**

The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the advanced threshold level outlined under Special Knowledge above.

Experience in Social Work settings through practice placements, volunteering and employment (depending on experience)

Other relevant experience with children, young people and families is welcomed.

**Relevant professional qualifications requirement: Will be used for shortlisting**

DIPSW/ CSS /CQSW (Social Work qualification)

Successful completion of Assisted Supported Year in Employment (ASYE) or equivalent.  
Registered with the Health and Care Professions Council

**Progression to Level 2 from ASYE**

Progression to level 2 is dependent on:

- A successful minimum 12 month employment as a Social Worker
- Attendance at least 10 out of 12 AYSE workshops
- A portfolio providing evidence of learning against the capability framework
- A successful viva interview with a panel
- Team Manager report and recommendation

**Core Employee competencies at manager level 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 at 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 treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.

**Management Competencies: to be used at the interview stage.**

**Operates with Strategic Awareness** Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.

**Practices Appropriate Leadership** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.

**Delivering Successful Performance** Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.

**Applying Project and Programme Management** Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.

**Developing High Performing People and Teams** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.

**Working Conditions**

You must be able to work evenings, weekends and Bank Holidays as required by the needs of the service.

**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.  
 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.

<b>Compiled by:</b>	<b>Grade Assessment</b>	<b>Post Grade:</b>
<b>Date:</b>	<b>Date: February 2019</b>	<b>L2 - (PO1)</b>

## **Appendix A**

### **Professional Capabilities Framework for Social Work in England** **The 2018 Refreshed PCF**

#### **SOCIAL WORKER**

#### **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
- actively promote the profession and its reputation in a growing range of contexts
- understand that social work is an international profession with a global definition that supports my professional identity, ethics and practice with diverse communities in England
- take responsibility for obtaining regular, effective supervision from a professional supervisor/manager to ensure effective practice, reflection, continuing professional development and career opportunities
- maintain professionalism in more challenging circumstances
- manage workload more independently, seeking support and suggesting solutions for workload and demand management difficulties
- maintain appropriate personal/professional boundaries in more challenging circumstances
- make skilled use of ‘self’ as part of my interventions
- maintain awareness of own professional limitations and knowledge gaps and seek to address these.
- establish a network of internal and external colleagues from whom to seek advice and expertise
- routinely promote well-being at work and self-care for myself and others
- promote excellence in practice and raise and address issues of poor practice or inadequate working conditions for professional practice, internally through the organisation, and then independently 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...

- ensure my practice is underpinned by commitment to working in partnership with, and listening closely to people who use services, carers, families, communities and networks, wherever possible. I negotiate and establish boundaries to underpin such partnership, using transparency and honesty.
- demonstrate confident application of ethical reasoning to professional practice, rights and entitlements, questioning and challenging others using a legal and human rights framework
- critically reflect on and manage the influence and impact of my own and others values on professional practice
- recognise and manage conflicting values and ethical dilemmas in practice, using supervision, team discussion and other professionally justifiable sources of support, questioning and challenging others, including those from other professions
- Ensure practice is underpinned by policy, procedures and code of conduct to promote individuals rights to determine their own solutions, promoting problem- solving skills, whilst recognising how and when self-determination may be constrained (by the law)
- Work to protect privacy and promote trust, whilst being able to justify, explain and take appropriate action when the right to privacy is over-ridden by professional or legal requirements.

### **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...

- recognise the complexity of identity and diversity of experience, and apply this to practice
- recognise discriminatory practices and inequality and develop a range of approaches to appropriately challenge service users, colleagues and senior staff
- critically reflect on and manage the power of my role in my relationship with people using services and others, adapting my practice accordingly and 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...

- routinely integrate the principles of and entitlements to social justice, social inclusion and equality in my practice, and with support as needed, consider how and when challenge may be required
- routinely apply the law to protect and advance people's rights and entitlements, identifying and highlighting situations where interpretations of the law are neither proportionate nor fair to promote autonomy and self-determination
- apply the principles and entitlements of human and civil rights to analyse, evaluate and challenge interventions that are unlawful and/or disproportionate
- analyse differing needs, perspectives and competing rights and apply to practice
- enable and support people to consider and pursue a range of options that may enhance economic status (through access to education, work, housing, health services and welfare benefits)
- where appropriate, set up and/or enable access to effective independent advocacy.
- promote strengths, agency, hope and self-determination in people using services, carers, families and communities and support them in raising their own challenges and finding solutions to inequality, social injustice and rights violations.

**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.**

I...

- demonstrate a comprehensive understanding and use of knowledge related to my 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, recognising where scope for professional judgement exists
- 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 my 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 use research and other evidence (e.g. practice evidence and evidence from experts by experience) to inform and develop my practice
- demonstrate a critical understanding of research methods
- value and take account of the expertise of service users, carers and other professionals and seek their feedback on my practice/role.
- consolidate 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.**

I...

- routinely and effectively apply critical reflection and analysis to increasingly complex cases and situations
- draw on a wide range of evidence sources to inform decision making
- ensure hypotheses and options are reviewed to inform judgement and decision making
- start to provide professional opinion to others – including in interdisciplinary contexts.

- sustain and develop my use of imagination, creativity and curiosity in practice, exploring options to solve dilemmas and problems. Involve people who use services in reflections and creativity wherever possible

**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...

- communicate with compassion and authority in challenging situations, and am able to understand and work effectively with negative or rejecting responses
- routinely explain and accountable for my professional reasoning, judgements and decisions
- engage effectively with people in complex situations, both short-term and when building productive relationships over time
- gather information to inform judgement for interventions in more complex situations and in response to challenge or negative responses to my offer
- use assessment procedures discerningly to inform judgement
- develop a range of interventions, use them effectively and evaluate them in practice
- continue to expand my range of intervention methods and demonstrate particular expertise in one or more specific methods relevant to my work setting
- make timely decisions when positive change is not happening
- actively support, initiate and co-produce community groups and networks for the benefit of people using services, carers and families
- support the development of professional groups and networks
- clearly report and record analysis and judgements
- demonstrate and promote appropriate information sharing
- use contingency planning to anticipate complexity and changing circumstances
- recognise and appropriately manage the authority inherent in my position
- demonstrate confident and effective judgement about risk and accountability in my decisions
- regularly undertake assessment and planning for safeguarding.

**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...

- keep abreast of changing policy, political and professional context at local and national level, and take account of this in my practice and workplace
- demonstrate the ability to work effectively within my own organisation, and identify and begin to influence relationships between my organisation's culture and procedures, the demands of practice and wider changes in my context (e.g. changes in local communities and wider society)
- work within and am able to explain the relevant legal structures in my organisation or workplace, including basic case law. I know when and how to access support and appropriate legal advice and consultation
- explore, identify and communicate to supervisors and managers how organisational practice can improve to support better social work practice and citizen outcomes
- keep up to date with changing roles and service developments in the organisation, recognising, valuing and engaging with other disciplines and specialist perspectives
- am confident about my role in my team or setting, working positively with others. I draw on and contribute to team working and collaborative support.
- take an active role in inter-professional and inter-agency work, building own network and collaborative working.

**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...

- contribute to and promote the development of practice, taking the initiative to test and evaluate new and existing approaches
- promote social work's purpose, practice and impact within my organisation, with colleagues including those of other disciplines, and more widely where appropriate

## **Competency Based Job Profile Social Worker L2 (February 2019)**

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- contribute to the learning of others, including social work students and ASYE. I may undertake Practice Educator training
- contribute to collective/collaborative professional leadership through participating in or initiating purposeful (e.g.) peer support, social work forums and meetings within and/or outside my organisation
- take responsibility for seeking, planning and undertaking ongoing professional development and use diverse platforms and opportunities within and outside my organisation/work setting.