

JOB DESCRIPTION

Title of Post: Senior Social Worker (Team Leader) – Gateway Team

Grade/ Band: Band 7

Directorate: Safeguarding

Reports to: Assistant Principal Social Worker

Accountable to: Director of Children's Services

Initial Location: James Street, Newtownards

Hours: 37.5 Full- time

Job Purpose

The Senior Social Worker (Team Leader) will be primarily responsible for the direct delivery of quality social work services to children and families. He/she will lead a team which may include Senior Practitioners, Social Workers, Social Work Assistants and administrative staff.

Main Responsibilities

The Team Leader will be responsible for the management, support and professional supervision of the team. He/she will also be responsible for team development, quality assurance and provision of high quality management information.

Main Duties:

Deliver Services to Children and Families

Clinical/Professional/Specific Managerial Responsibilities

1. Ensure that systems are in place to provide a consistent and appropriate response to requests for a service by children and families.
2. Manage team resource including budget as required.
3. Allocate work appropriately within the team and where appropriate to Principal Practitioners commensurate with the complexity of the case.

4. Undertake specific roles in discharging statutory responsibilities and to ensure that policies and procedures are implemented including a range of court related tasks.
5. Effectively engage with service users and carers to promote participation.
6. Provide professional supervision to social work staff in relation to their practice, and professional development.
7. Provide induction, support, advice, direction and appraisal to all team members.
8. Access and participate in, as appropriate, research and other developmental activity relevant to improving standards of practice or team expertise.
9. Participate in the development of evidence based practice within the Child Care Programme.
10. Promote high standards of Social Work practice within the team.

Generic managerial responsibilities both within an operational and strategic context.

11. Undertake audit in order to quality assure and monitor team processes and procedures.
12. Provide high quality management information on team's activity and in relation to performance and outcomes including Disciplinary/Grievance/Absence related matters..
13. Maintain appropriate professional, administrative and computerised records.
14. Liaise with relevant statutory, voluntary and independent sector organisations.
15. Contribute to needs assessment and service development.
16. Participate in professional supervision processes with line manager.
17. Maintain a high level of professional self-development through training and supervision and learning and research, linked to continuing registration requirements

SOUTH EASTERN TRUST - 6 KEY THEMES

As organisations seek to cope with an ever changing and more challenging environment, it is important that a set of key themes are developed that provide clarity with regards to corporate direction and that are recognised throughout the organisation and beyond.

The South Eastern Trust has developed six key themes from which Corporate Objectives and Proposed Priorities have been developed and which guides all our actions. They provide clarity for the general public and staff who deliver the services thus ensuring consistency between strategy and delivery.

The South Eastern Trust's **6 Key Themes** are:

1. Safety, Quality and Experience

The Trust will ensure that services are safe, of a high quality and contribute towards improving the experience and outcomes for patients, clients and carers.

2. Access

The Trust will ensure that patients and clients receive services in a timely and accessible manner.

3. Health and Wellbeing

The Trust will develop partnerships with other organisations, interested groups and communities to promote and maintain health and wellbeing.

4. Efficiency and Service Reform

The Trust will continue to focus on the efficiency and effectiveness of services, improve organisational capability within available finances.

5. Our Staff

The Trust will continue to build a stable, highly motivated workforce that is committed to a culture of continuous development and ultimately service improvement.

6. Stakeholder Engagement

The Trust will ensure that it listens to and learns from patients, clients, carers and other interested parties in the planning and delivery of services.

GENERAL RESPONSIBILITIES

All employees are required to comply with the procedures, policies and codes of practice within the Trust.

Equality

The Trust is an Equal Opportunities employer and welcomes applications from all sectors of the community irrespective of their religious belief, political opinion, race, gender, marital status, dependants, age, sexual orientation or disability.

All staff are required to comply with our Equal Opportunities Policy and each employee must make him/herself aware of their obligations. Managers/Supervisors have a responsibility to ensure compliance with this requirement and promote equality of opportunity.

Health & Safety

All employees must fully comply with the Trust's various Health and Safety Policies and Procedures and Practices including relevant legislation and Codes of Practice.

Conduct

Staff must maintain high standards of personal accountability and abide by the Code of Business Conduct.

Members of staff are expected at all times to provide a caring service and to treat those whom they come into contact in a courteous and respectful manner.

Performance

Employees are expected to demonstrate commitment to the Trust by ensuring regular attendance at work and the efficient discharge of their duties.

Staff will participate in the Trust's Knowledge and Skills Performance Appraisal which is designed to ensure staff can contribute to organisational goals and ensure their skills are relevant to the tasks to be undertaken and that patient and client care is of a high quality.

Records Management

All employees of the Trust are legally responsible for all records held, created or used as part of their business within the Trust including patient/client, corporate and administrative records whether paper based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998. Employees are required to be conversant with the Trust's policy and procedures on records management and to seek advice if in doubt.

Environmental Cleaning Strategy

The Trust's Environmental Cleaning Strategy, recognises the key principle that "Cleanliness Matters. It is everyone's responsibility, not just the cleaners". Whilst there are staff employed by the Trust who are responsible for cleaning services, all staff employed by the Trust have a responsibility to ensure a clean, comfortable and safe

environment for patients, clients, residents, visitors, staff and members of the general public.

Infection Prevention & Control

All Staff should co-operate fully with regard to Trust policies and procedures relating to infection prevention and control.

All staff should be aware of the Trust's Infection Prevention & Control strategy and their local reduction of infection plan and know their role, in keeping with key principle Infection Prevention and Control is everyone's business.

Staff, in delivery of all care must:-

-Wash their hands thoroughly between each patient contact.

- Be compliant with Standard Infection Control Precautions, Hand Hygiene and decontamination and other relevant infection prevention and control measures.

- Be aware of the Infection Control guidance within the Trust's Infection Control Manual and ensure they obtain mandatory Infection prevention control training or other specific infection control related training as required.

Hygiene & Prevention of Infection

You will at all times be required to observe hygiene/infection prevention & control standards and notices in operation throughout the Trust. Hygiene and control of -infection are key elements in delivery of safe, quality services and you will, in certain jobs, be required to undertake an appropriate training course at the expense of the Trust.

Personal Public involvement

Staff members are expected to involve patients, clients and their families in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust's Personal Public Involvement (PPI) Strategy.

Location

Please note that it is a standard condition that all Trust staff may be required to work at any location within the Trust's area, as needs of the service demand.

Terms and Conditions

Applicants should note that the terms and conditions attached to this post will be as set out in the Agenda for Change Terms & Conditions.

This is not intended to be a comprehensive list of all the duties involved in the post and may be amended to meet the changing needs of the South Eastern Health and Social Care Trust; consequently an employee may be required to perform other duties appropriate to the post as assigned to them.

All Job Descriptions are subject to regular review and should be formally reviewed within a two year period.

Date – 7.06.15



PERSONNEL SPECIFICATION

Applicants, please note the Trust reserves the right to use the desirable criteria (if stated), at shortlisting. Applicants should therefore make it clear on their application form whether or not they meet the desirable criteria. Failure to do so may result in you not being shortlisted.

Title of Post: **Senior Social Worker**

Band: **Band 7**

Salary: **30,764 – 40,558**

Hours: **37.5**

Essential Criteria

1. Current registration with the Northern Ireland Social Care Council (NISCC) on the social work part of the register.
2. A minimum of 3 years post qualifying experience gained in working with families and children*, by the closing date for applications.
3. Capacity and commitment to contribute to the learning and development of staff, colleagues and students.
4. Having achieved or giving a commitment to achieve an award in social work within the Northern Ireland PQ Framework and linked to the service area and post, within 3 years of appointment to the post.
5. Knowledge of legislation, policy, procedures and current issues in family and children's services.
6. Ability to work in a computer literate environment.
7. A current full driving licence valid in the UK and access to a car. This criterion will be waived in the case of an applicant whose disability prohibits driving but who is able to organise suitable alternative arrangements.

KSF Outlines

Communication

- Develop and maintain communication with people about difficult matters and/or in difficult situations.

Personal and People Development

- Develop one self and contribute to the development of others.

Health, Safety and Security

- Monitor and maintain health safety and security of others.

Service Improvement

- Contribute to the improvement of services.

Quality

- Maintain quality in own work and encourage others to do so.

Equality and Diversity

- Support equality and value diversity.

Vetting

As part of the Recruitment and Selection process, it may be necessary for the Trust to carry out an Enhanced Disclosure Check through Access NI before any appointment to this post can be confirmed.

Canvassing either directly or indirectly will be an absolute disqualification for appointment.

The Trust is an Equal Opportunities Employer.