

Hammersmith & Fulham **borough of opportunity**

# Child Care Social Worker

CHILDREN SERVICES

Application Pack





## **Information for applicants**

Job Description

Person Specification

Criminal Records Bureau Check

Politically Restricted Post

Children's Social Worker Recruitment Information



## ***Job Description***

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**Designation: Child Care Social Worker**    Post Number: CS/E14862

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**Department: Children's Services**

**Section/Service: Children's Services**

**Contact & Assessment  
Looked After Children  
Family Support & Child Protection  
Leaving Care  
Unaccompanied Asylum Seeking Children  
ASSIST  
Disabled Children's Team.**

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**Responsible to (designation): Social Work Team Manager**

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**Employees directly supervised (if any):**

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**Family Tree:**

**Indicate by means of a diagram the position of job in organisation or attach organisation chart**

# **LB HAMMERSMITH & FULHAM SOCIAL SERVICES DEPARTMENT**

## **CHILD CARE SOCIAL WORKER**

### ***JOB DESCRIPTION***

There is job description for social workers in the department. However, a list of core duties that will apply to all social work staff has been created together with a list of specialist duties for childcare workers in the Contact & Assessment, Looked After Children, Family Support & Child Protection, Leaving Care, Unaccompanied Asylum Seeking Children, ASSIST and Disabled Children's Teams.

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### ***GENERAL DUTIES***

1. To provide a service in line with statutory requirements and departmental priorities.
2. To participate in training as required in the interests of the service overall and of career development.
3. To participate in supervision.
4. To participate in team meetings
5. To participate in emergency duty rota within specific role.
6. To participate in written recording, or using new technology where appropriate.
7. Respond to public and other agencies by telephone, correspondence and direct contact in order to provide a service within departmental priorities.
8. Liaise with relevant external agencies e.g. police, health authority etc.
9. Liaise with relevant colleagues in other Divisions and Council Departments.
10. To be responsible for individual client case planning in line with the professional standards of the Department.
11. To be active in implementing the Council's equal opportunities policy/in professional practice and service delivery.

12. To be responsible for professional decisions within the Department's priorities framework and in relation to specific procedural guideline referring to consultation within management.
13. To undertake service development tasks as appropriate.
14. To familiarise themselves with departmental policies and procedures.

### **SPECIALIST CHILD CARE DUTIES**

1. To undertake the range of duties as appropriate to the service area.
2. To take accurate referrals and provide an initial response to service users.
3. To ensure that the outcomes for children as defined by Every Child Matters is the focus for all interventions.
4. To assess, plan and provide a preventative and rehabilitative service within the expectations of the Children's Act; seeking agreement where necessary from the Children's Resources Panel.
5. To assess the range of situations (from simple to complex) where children are referred as being in need of protection, accommodation or care provision, being particularly mindful of equal opportunities issues, but ensuring that the safety of children is paramount.
6. To draw up complex multi agency plans quickly and effectively, that ensure the protection of children.
7. To ensure that where it is in keeping with their welfare children return home within agreed timescales.
8. Where the return home plan is not working to the child's timescale then taking decisive action to ensure they can be placed in an alternative family.
9. To work with the complex arrangements (with parents, permanent carers, children and other agencies) where children need a permanent placement either with relatives or other carers.
10. Undertaking direct work with a child or young person to ensure their views are included in the planning and that they understand and work with their plan.
11. To provide an emergency service for assessment and action where children are referred as being at risk of immediate physical danger.

12. To liaise with other sections of the Department and other relevant agencies to ensure that good childcare practice is carried out in line with departmental policy including groups and agencies.
13. To participate in relevant training and monitoring consistent standards of work.

# LONDON BOROUGH OF HAMMERSMITH & FULHAM

## SELECTION CRITERIA

### CHILDREN'S SERVICES DEPARTMENT

#### **JOB TITLE: FRONT LINE CASE HOLDING CHILDREN'S SOCIAL WORKER**

#### **Candidates to Note:**

When completing the relevant section of your application form, please address your answers directly to each of the selection criteria below, one by one. This enables the panel to assess your ability to meet each criteria.

A	CQSW or equivalent qualification. General Social Care Council registration.
B	The ability to assess in a non discriminatory way the needs of children and their families from all section of the community and to develop and implement, in partnership with families and other professionals, effective plans.
C	Knowledge of child care law and the ability to apply it to situations where children may be at risk or needing to be looked after.
D	The ability to keep accurate records in line with policy or access to records by service user.
E	An understanding of the needs of children who are looked after and the ability to develop appropriate plans for them in partnership with their parents/carers in a non discriminatory way.
F	The ability to prioritise a case load/work load, to be able to use line management supervision appropriately, to understand its' purpose and importance and to be able to work as an effective member of a social work team
G	A commitment to the Council's Equal Opportunities and Customer Care policies and the ability to understand and implement the policies in relation to the job responsibilities.



## Criminal Records Bureau check

Please be aware that the successful candidate will be required to take a Criminal Records Bureau [CRB] check. This check is necessary as the work involves dealing with or having access to children and vulnerable adults whilst undertaking normal duties.

## **POLITICALLY RESTRICTED POST**

The Local Government and Housing Act 1989 requires the Council to designate certain posts as politically restricted. The Council has designated this post as politically restricted. This means that the Act and regulations made under it debar you from engaging in certain political activities should you be successful in obtaining this post.

The following is a summary of some of the provisions of the Act and the regulations made under it.

### **HOLDING POLITICAL OFFICE**

By regulations made under the Act if you announce that you intend to stand for election to a Local Authority, Parliament or the European Parliament your appointment to this post will “terminate forthwith”.

### **POLITICAL ACTIVITIES**

The act and Regulations made under it debars you from:

- (a) Acting as an election agent or sub-agent for a candidate.
- (b) Participation in the general management of a political party or branch of such a party or acting on behalf of a party or branch in dealings with persons other than those who are members of that party, branch or an associated party.
- (c) Canvassing on behalf of a party or a candidate (displaying a poster in your home or in your car is specifically exempted from these restrictions).
- (d) Speaking in public or allowing to be published a work that has the apparent intention of affecting public support for a political party. If you engage in these activities the Council is required to enforce this term of your contract through the disciplinary procedure.

**There is no right to apply for exemption from political restriction as this post is a Specified Post under the Local Government and Housing Act 1989.**

**Children's Social Worker Recruitment Information**

- If you are applying for one of the posts listed below please complete this form and return it attached to your application form:

**Principal Social Worker  
Social Worker  
Residential Child Care Officers**

**Senior Social Worker  
Social Care Worker**

- This information will enable us to ensure that you are considered for a post most relevant to your personal circumstances
- If you fail to complete this form we will decide which team you will be considered for

<p><b>Name:</b>.....</p> <p><b>Job Ref Number: CS/E</b>.....</p>
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Please indicate the team/s you are interested in applying for in order of preference (1: first team choice, 2: second team choice, 3: third team choice)

If you do not express a preference you will be considered for a post in a front line team in most need

<b><u>Residential Child Care Officers</u></b>	
The Haven Respite Centre	<input type="checkbox"/>
Dalling Road Children's Home	<input type="checkbox"/>

<b><u>Social Care Workers</u></b>	
Leaving Care	<input type="checkbox"/>
UASC (Unaccompanied Asylum Seeking Children's Team)	<input type="checkbox"/>

<b><u>Principal Social Workers</u></b>	
Contact & Assessment	<input type="checkbox"/>
Family Support & Child Protection	<input type="checkbox"/>

<b><u>Social Workers and Senior Social Workers</u></b>		
<b>Please indicate which level of post you are applying for</b>		
Social Worker	<input type="checkbox"/>	
Senior Social Worker	<input type="checkbox"/>	
<b>Please indicate which team you would like to be considered for</b>		
Contact & Assessment	<input type="checkbox"/>	<b>Example</b>
Family Support & Child Protection	<input type="checkbox"/>	<b>1</b>
Leaving Care	<input type="checkbox"/>	<input type="checkbox"/>
Disabled Children's Team	<input type="checkbox"/>	<b>2</b>
Adoption Services	<input type="checkbox"/>	<input type="checkbox"/>

**Please indicate where you saw the job advertised**

Hammersmith & Fulham Website

Jobs Go Public Website

Compass Careers Fair

Other (Please specify).....