



Job Description

Job Title: Principal Social Worker

Job number: 2130

Grade: CHILDAP AP FTE plus 15% (out of hours)

Location: Northamptonshire

Reports to: Team Manager

Service Area: Safeguarding and Children's Service

Overall Purpose of Role

To deliver and provide social work services, outside of standard working hours, to young people and families, and vulnerable adults, to ensure their welfare is safeguarded and they are protected in accordance with the legal and statutory obligations of Northamptonshire Children's Trust.

To provide the Approved Mental Health Professional service outside of the day services operational hours.

As part of an operational social work team, contribute to the overall management of the team in order to meet service objectives, key performance targets and statutory requirements of social service legislation.

Main accountabilities

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1.	To undertake emergency social work including prioritising referrals in consultation with colleagues, and assessing needs, and preparing plans to ensure that appropriate resources and support are in place to ensure the safety and well being of vulnerable children and adults.
2.	To participate in the duty rota within the teams operational hours of 128 hours per week, and work additional hours as required over public holidays, and be available within day hours for supervision, team meetings, and meetings relevant to the professional role.
3.	To receive calls from the public and other agencies, assessing and responding appropriately to referrals in good time, and prioritising actions to ensure the safety of those most in need of assistance.



4.	To liaise with services, including Police and Health, to ensure effective multiagency working, and to meet the authority's obligations within statutory guidance, and all relevant inter-agency policy and procedures.
5.	To work with a degree of autonomy and decision making that reflects the current team structure and management arrangement, including chairing interagency strategy meetings and implementing any action required of the social work role.
6.	To maintain and effectively implement up-to-date knowledge of legislation, procedures and resources required to ensure effective safeguarding of adults, children and young people, and the Local Authority duties relating to the implementation of the Mental Health Act.
7.	Ensure all information and reports relevant to work carried out is recorded, updated and completed in an efficient and timely manner and according to Directorate/legislative policies and procedures so that decisions made and acted upon are fully evidenced and provide sufficiently for audit, court or any other legitimate purpose.
8.	Demonstrate awareness/understanding of equal opportunities and application of the local authority's duties relating to the Equality Act.
9.	To supervise all work completed by the Family Support Workers whilst on duty, and provide support through mentoring, supervision, and implementation of the local authorities performance appraisal programme.
9.	Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.
10.	Provide direct support to assist the Team Manager in the management of complaints, representations and appeals in line with service area protocols.
11.	To provide the Team Manager with accurate information and assist the Team Manager with establishing, maintaining and utilising information systems to ensure best practice as part of a robust quality assurance system and to inform performance and budget management of the team and organisation.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.



Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Essential	Desirable
Degree in Social Work / Certified Qualification in Social Work (CQSW) / Certificate in Social Service (CSS) / Diploma in Social Work (DiSW-SP) / Home Office letter of recognition	x	
Approved Mental Health Practitioner Award		x
SWE registration	x	
PQ Award Evidence of Post Qualification learning and Development		x

Minimum levels of knowledge, skills and experience required for this job

Experience and Knowledge	Essential	Desirable
.	Demonstrate knowledge of current legislation relating to role such as the Children Act, Mental Health Act, Care Act, Adult Safeguarding, Human Rights, Health and Safety, Every Child Matters, Care Matters, the Public Law Outline etc. Knowledge and experience of child protection policies and procedures demonstrated through significant practice experience.	Previous experience of working in an out of hours social work setting.
	Knowledge and experience of NCC procedures and LSCBN procedures.	Experience of more than one client group.
	Awareness of the professional and ethical context of the work and the organisation.	Post-qualification experience in an

		appropriate discipline/ service
	Multi-agency working.	Experience of staff supervision
	Experience in managing positive working relationships.	
Ability and Skills	Be an Approved Mental Health Professional or demonstrate the ability and commitment to gain the award.	
	Excellent written and verbal communication skills including ability to use word and keep accurate records.	Experience of using CareFirst
	Knowledge and understanding of using appropriate assessment tools and research.	
	Excellent organisational ability. The ability to travel effectively to various locations at short notice.	
	Be able to represent the department effectively in the public arena.	
	Ability to negotiate effectively with other agencies.	
	Ability to organise and prioritise work.	
	Confidence to work on own initiative.	
	Ability to work under pressure and self manage.	
	Willingness to undertake further training	



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	Awareness of the professional and Ethical context of the work and the Organisation	
	Able to demonstrate a clear understanding of and commitment to Health & Safety and a willingness to undertake training to enable implementation of procedures. Able to apply it effectively	
	Able to make risk assessments to protect self.	

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks X

Work type

What work type does this role fit into?	Fixed	Flexible	Field	Home
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