

## **A.A. AGENCY LTD.**

### **Please note all our employers are Local Authority.**

**Locations:** Tower Hamlet, Newham, Waltham Forest, Camden, Kensington & Chelsea, Richmond, Twickenham, Croydon, Bromley, Wandsworth. Islington, Southwark. City of London, Greenwich Islington. Etc

Rate: £16 p/h Min. (Higher rates available according to experience)

### **QUALIFIED SOCIAL WORKER**

#### **Main responsibilities and duties**

Carries a managed caseload and meets agreed workload targets.

Participates in team arrangements to provide an urgent or emergency response, during working hours, as required.

Undertakes assessments of user/carer need and constructs appropriate care plans.

Purchases services to meet assessed needs, seeking the appropriate authorisation from the budget holder. Liaises with providers as required

Maintains a knowledge and awareness of legislation and departmental policies and procedures, and works within these.

Works co-operatively with other professionals in the department, other Council departments, Health Service and voluntary sector.

Keeps both electronic and manual file records up to date using the department's recording guidelines.

Completes written reports as required by departmental procedures.

Works in partnership with service users and carers.

Attends and participates in meetings regarding service users, e.g. case conferences, network meetings, and reviews.

Works with appropriate information technology in order to maintain effective administrative systems and efficient monitoring of work.

Maintains records for workload management purposes.

Undertakes training as required.

Attends supervision sessions as required.

Attends and participates in team and / or allocation meetings.

Acts as a representative at departmental working groups and panels as appropriate

Carries out all tasks in accordance with the Council's equal opportunities policies and the Department's Equalities Strategy

Undertakes further specified tasks commensurate with the grade as required by the team manager.

**Progression to Senior Social Worker is through the Social Work Career Grade Structure. Senior Social Workers will undertake a range of the following duties.**

Carries responsibility for direct social work with service users, their carers and family in complex situations, as required by the Team Manager and in accordance with the needs of the team.

Undertakes a variety of methods of professional intervention. Develops own knowledge and skills through keeping abreast of national developments, research etc. Promotes improvements in practice standards and develops and evaluates new methods of work.

Provides consultation for other staff in the Division, as required by the Team Manager and in accordance with the needs of the service.

Supervises some team members, as required by, and under the guidance of the Team Manager who retains line management responsibility, in accordance with the needs of the team.

Chairs appropriate meetings with and about service users involving representatives of other agencies, as required by the Team Manager and in accordance with the needs of the team.

Contributes as required by the Team Manager to the training of other staff locally and through programmes arranged by the Department's Learning and Development section.

In appropriate cases, and by agreement with the team manager and social work operations manager, becomes a practice teacher, supervising students on Diploma in social Work courses, staff undertaking National Vocational Qualifications and other appropriate courses.

Where appropriate and as required by the Team Manager, leads panels, workshops, projects etc concerning the development and improvement of services.

Participates in research, where required and as authorised by the Directorate.

CRB Required.