**JOB DESCRIPTION**

**Job Title:** Social Worker(neurodiversity and neurodevelopmental disability)

**Accountable to:** Referral & Assessment Manager

**Location:** Kennedy Leigh Family Centre, Hendon, London

**Hours:** Up to35 hours per week (to be worked flexibly to suit the needs of the service)

**Contract:** Two Year Fixed Term Contract

**JOB PURPOSE**

In line with Norwood’s vision of *Taking on life together*, Children & Family Services offers a range of services to families impacted by neurodiversity and neurodevelopmental disability. These services are professional, high quality and impactful across the life span and enable children and young people to thrive according to their choices. This involves undertaking assessments of need and providing practical and supportive services based on those assessments in collaboration with families, as part of a wider Advocacy and Advice Service we will introduce over the next three years.

## MAIN DUTIES AND RESPONSIBILITIES

1. Working collaboratively as part of an integral, multi-disciplinary team addressing the physical, emotional and social needs of all children/ young people who may be neurodivergent and their families using the service.

2. Role appropriate, relevant knowledge and understanding of safeguarding. Compliance with Norwood’s Safeguarding policies and procedures for promoting the welfare of children/young people and vulnerable young adults.

3. To meet with children/young people and their families at the centre

(or other community settings) or in a remote working environment (adhering to Norwood guidelines) with a view to undertaking comprehensive assessments of need using a strengths-based approach, understanding the impact of neurodiversity, planning appropriate responses in partnership with children and young people and their families.

4. Work with statutory and other authorities and community organisations to the benefit of the families we work with.

5. Advise families we work with and support, on relevant legal frameworks, which may affect them.

6. Monitor, review and evaluate interventions in collaboration with families and recognise thechanging needs and revise interventions appropriately.

7. Enable those who we are working with and supporting to develop personal skills and strategies to improve outcomes in the identified areas in their life.

8. To write reports, maintain accurate, up to date records on the organisation’s case management system and attend any meetings or case conferences in relation to the children/young people, parents and carers to whom they are providing or have provided a service. To work in accordance with organisational policy and participate in the Intake system.

9. To liaise on behalf of those we are supporting with the Local Authority, the NHS, and with other agencies in the public and independent sectors to improve outcomes for the family.

10. Support the child/ young person and their families with financial assistance applications when appropriate.

11. Be able to demonstrate sound knowledge of all relevant legislation, statutory guidance and regulations in relation to safeguarding children and young adults.

**GENERAL**

1. To take all reasonable care of the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions. As regards to any duty or requirement imposed upon the organisation by or under any of the relevant statutory provisions, to co-operate with the organisation as far as it necessary to enable that duty or requirement to be performed or complied with.
2. To work at any other Norwood location, as and when required.
3. To report to the Health and Safety Manager either serious risks or your concerns over safety issues.
4. To maintain confidentiality at all times and to ensure respect for, proper observance of and adherence to Norwood's confidentiality policy for all staff.
5. To attend regular supervision sessions with line manager, regular team meetings and undertake relevant training as and when required.
6. To work collaboratively with volunteers to ensure that their contribution enhances quality of service provision and support across the organisation.
7. To undertake any other duties which are consistent with the post.
8. To maintain standard of dress that is appropriate to role and in accordance with the organisation’s dress policy.

This job description is not an exhaustive list of duties and responsibilities and is subject to change in accordance with the needs of the service.

**PERSON SPECIFICATION**

**Social Worker**

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| **Criteria** | **Essential** | **Desirable** |
| **Education/Qualifications:** | * SW Degree, Dip SW or equivalent. * Registered Social Worker with Social Work England | * Practice Teacher Award. * Other post qualification professional training. |
| **Experience/Knowledge:** | * Previous experience as a Social Worker either in statutory or voluntary sector Children’s Services. * Understanding of the multitude of needs faced by neurodivergent children and their families. | Experience of working in the voluntary sector.  * Experience of working in a Local Authority. * Experience of working with the wider Jewish community, including the Charedi/Orthodox communities. * Experience working with neurodiversity and disability. |
| **Key Skills:** | * The ability to undertake comprehensive assessments of need. * The ability to set realistic gaols with the service user, to review progress and re-appraise methods of intervention and their effectiveness to bring cases to a satisfactory conclusion. * Ability to demonstrate an intuitive approach and to work autonomously. * Sound knowledge of all relevant legislation, statutory guidance and regulations, specifically in relation to safeguarding children/young people and vulnerable adults. * IT competent. |  |
| **Personal Attributes & Circumstances:** | * Ability to work well as part of a multi-disciplinary team and on own initiative. * Full clean driving licence, access to a car and be able to use for business purposes. |  |