

Job Description

# Section A: Job Profile

The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.

## Job Details

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| Job Title:  | Social Worker / Senior Practitioner / Newly Qualified Social Worker (NQSW)  |
| Salary:  | £37,035 - £43,693 |
| Grade:  | 10-11 (Depending on experience)  |
| Hours:  | 37 hours / week  |
| Team:  | Adolescence and prevention |
| Service Area:  | Children’s Social Care  |
| Primary Location:  | Countywide dependant on service need This is an agile role. You will be able to work from home, or any of the council offices. |
| Budget responsibility:  | None  |
| Responsible to:  | Team Manager / Assistant Team Manager  |
| Responsible for:  |  N/A |
| Political Restricted Post:  |  No |

## Job Purpose

This is a social work qualified position currently under review as part of our new adolescence and prevention service. The practitioners within the SAFER Team will provide expert consultations and direct interventions to young people and their families who are experiencing or at risk of experiencing Child Criminal Exploitation and/or Child Sexual Exploitation.

You will be closely linked to the MACE (Multi Agency child Exploitation) panels and provide an intensive support function to young people and their families across Oxfordshire who are subject to panel oversight. You will work closely with allocated Social Workers, The Youth Justice Team and other relevant support services.

In addition to work with individual children, you will hold a caseload of “contextual” cases, which will involve the assessment and planning around neighbourhoods, peer groups, and schools that are posing a risk of harm to children in Oxfordshire. This is an emerging area of contextual safeguarding practice which you would be actively involved in shaping.

You will provide intensive response to young people and their families via a range of evidence-based interventions, support with safety planning and Multi Agency Risk Assessment Planning (MARAMP) to reduce the risk related to criminal exploitation and/or sexual exploitation and to assist the Lead Professional to manage and reduce those safeguarding risks.

You will support the quality assurance of work connected to children going missing, radicalisation and serious youth violence.

You will provide close working alignment to statutory service provision e.g. Child Protection Plans, Risk Outside The Home (ROTH) plans, Child in Need Plans, Criminal Justice Orders and MARAMP risk management plans.

You will provide regular updates to the statutory Lead Professional and the MACE panel as well as participating in group supervision.

You will provide advice and guidance relating to interventions and risk management of children who are being sexually and criminally exploited to other professionals where appropriate rather than completing intensive direct work.

Deliver specialist support to families who have been assessed as having multiple needs, who without support are at risk of needing increased social care intervention or at risk of entering the care system.

* Represent the adolescence and prevention service as required in internal and external forums as appropriate
* Ensure that they adhere to all relevant safeguarding practices and recording procedures on our children’s services databases

In order to carry out and develop this role, you will have excellent communication skills, creativity, managing multi-agency responses and experience of building multi-agency links, including voluntary and charity sector organisations. You will understand contextual safeguarding research and application and have a passion for and experience in working with adolescents and young adults and best practice with this client group and their families.

## Job Responsibilities - **The job responsibilities listed below are currently being updated, so please be aware that the scope of the role is as described in the advert and may be amended further.**

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| --- | --- |
|  | To provide an efficient and effective service to children, young people, and their families, ensuring that the needs of the children and their parents/carers are professionally assessed, and that relevant interventions are provided where needed, in a timely way.  |
| •  | To work with families using the FSS Workbook modules, and a strengths-based approach.  |
| •  | To prepare and submit written reports as and when required, including child protection conference reports and legal reports for care proceedings.  |
| •  | To attend conferences, reviews and court as required for each case presenting plans clearly, with professionalism and integrity.  |
| •  | To ensure the Assistant /Team Manager is kept fully appraised of significant information about allocated families, seeking advice as and when necessary.  |
| •  | To attend group supervision when required and to ensure that relevant updates are provided before each group supervision session.  |
| •  | To attend individual supervision when required and engage in continual professional development as recommended by the Assistant/Team Manager  |
| •  | To use ICT to maintain accurate case records, and to be able to record activity in line with key performance management data.  |
| •  | To ensure that all case management complies with the statutory requirements and the Council’s policies and procedures  |
| •  | To act as the duty worker for the team on a rotational basis  |
| •  | To undertake child and family assessments for allocated families when required  |
| •  | To investigate allegations of harm or neglect under s47 Children Act 1989 when required.  |
| •  | To practice in line with the Council’s procedures and statutory regulation in supporting children who come into the care of the local authority  |
| •  | To be familiar with and committed to equal opportunities and anti-discriminatory and antioppressive practice and the Council Policy and Plan and to implement this in all aspects of working practice and promote it in the team, workplace, and wider organisation.  |
| •  | To proactively liaise with and work in partnership other agencies and organisations, parents and carers.  |
| •  | To ensure that the child’s voice is considered in all casework and included in all assessments and plans.  |
| •  | To promote the involvement of young service users and families in meetings about them, and where possible, in-service development  |
|   | Comply with OCC health and safety policies, procedures, and rules, taking reasonable care of self and others.  |

 

## Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

|  |  |
| --- | --- |
| Essential Criteria  | Assessed By:  |
| * Social Work Qualification and registration with Social Work England, with relevant post qualifying experience.
* Have a knowledge of services relevant to children, young people, families, carers, groups and partner agencies
* Proven track record of safeguarding work with children in need of help and protection.
* Have a knowledge of legislation, guidance, policy and procedures • Have excellent verbal and written communication skills
* Have a working knowledge of Motivational Interviewing and the cycle of change and their application in social work with children and families
* A commitment to ongoing learning, training and professional development
* Demonstrate professional competence in social work practice by using current knowledge and working within agreed standards of best social work practice and carrying out duties in accordance with the Social work England standards of conduct, performance and ethics:

https://www.socialworkengland.org.uk/ • Commitment to anti-discriminatory and anti-oppressive practice.  | A/I  |
| * Able to communicate appropriately and effectively, verbally and in writing with adults, children and other professionals, ensuring language is accessible to all.
* Able to produce timely and high quality written work and comply with directorate recording procedures
* Able to effectivley use a range of IT systems (Word, Outlook and Children's Services Case Recording Systems)
* Able to demonstrate good professional analysis, risk assessment and decision making skills
* Ability to chair meetings, including planning meetings
* Understanding of the need for provision of high quality and effective services within the context of efficient use of resources
* Commitment to continuous professional development
 | A/I  |

•

Demonstrable ability to act with high levels of trust and personal

accountability

•

Promote the values and behaviours of Oxfordshire Council County to

ensure everyone is working with a common purpose

•

Makes the best use of the contributions in the culture, ethnic origin, gender,

sexual orientation, age and abilities of each person • Adheres to the Social

Work England standards of conduct, performance and ethics:

https://www.socialworkengland.org.uk/

Personal Qualities:

Essential

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A keen interest in supporting children and their families to achieve best outcomes

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Excellent interpersonal skills and the ability to form professional working relationships with

children, their families and partners

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Ability to undertake direct work with children using age-appropriate tools where necessary

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Able to support the work of the team, including participating in the duty rota

•

Able to motivate people you work with (families and colleagues)

•

Able to work collaboratively with partner agencies

•

Capacity to work in a busy stressful environment

•

Capacity to manage time effectively

•

Commitment to working in partnership with parents and carers

•

Is flexible and able to use their initiative, whilst accepting the need to work within policies and

procedures

•

Is open, creative and willing to explore new ways of working

Special Requirements:

Essential

• Can travel to visit clients and attend meetings over a wide area and at short notice.

• Satisfactory enhanced Disclosure & Barring Service Certificate

Equal Opportunities:

Essential

• Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment

and the delivery of services.

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here Pre-employment checks

Additional pre employment checks specific to this role are identified below (those ticked).

|  |  |  |  |
| --- | --- | --- | --- |
|   | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List  | ☐  | Enhanced Disclosure and Barring Service check without an Adult/Children’s barred list check  |
| ☐  | Enhanced Disclosure and Barring Service check with Children’s Barred List  | ☐  | Enhanced Disclosure and Barring Service check with Adults Barred List  |
| ☐  | Standard Disclosure and Barring Service check  | ☐  | Basic Disclosure  |
| ☐  | Disqualification for Caring for Children (Education)  |   | Overseas Criminal Record Checks  |
| ☐  | Prohibition from Teaching  |   | Professional Registration  |
| ☐  | Non police personnel vetting  | ☐  | Disqualification from Caring  |
| ☐ | Other (please specify):  |  |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ | Provision of personal care on a regular basis  | ☐  | Driving HGV or LGV for work  |
| ☐  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects  | ☐  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)  |
| ☐  | Working at height/ using ladders on a regular/ repetitive basis  | ☐  | Restricted postural change – prolonged sitting  |
|   | Lone working on a regular basis  | ☐  | Restricted postural change – prolonged standing  |
| ☐  | Night work  | ☐  | Regular/repetitive bending/ squatting/ kneeling/crouching  |
| ☐  | Rotating shift work  | ☐  | Manual cleaning/ domestic duties  |
| ☐  | Working on/ or near a road  | ☐  | Regular work outdoors  |
| ☐  | Significant use of computers (display screen equipment)  |   | Work with vulnerable children or vulnerable adults  |
| ☐  | Undertaking repetitive tasks  |   | Working with challenging behaviours  |
| ☐  | Continual telephone use (call centres)  | ☐  | Regular work with skin irritants/ allergens  |
| ☐  | Work requiring hearing protection (exposure to noise above action levels)  | ☐  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)  |
| ☐  | Work requiring respirators or masks  | ☐  | Work with vibrating tools/ machinery  |
| ☐  | Work involving food handling  | ☐  | Work with waste, refuse  |
| ☐  | Potential exposure to blood or bodily fluids  |   | Face-to-face contact with members of the public  |
| ☐  | Other (please specify):  |  |

Employees (Non-managers) Working in the community

Health and Safety Roles and Responsibilities

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

* To be part of and promote a positive and pro-active health and safety culture.
* Undertake necessary health and safety training.
* Ensure you are familiar and comply with the Council’s health and safety policies and procedures.
* Ensure risk assessments in accordance with Council procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services.
* Follow all appropriate safety instructions and use safety equipment provided.
* Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.
* Ensure reasonable precautions are taken to ensure your own safety when travelling alone or visiting service users at home.
* Check for and risk assess any known and potential hazards before visiting new service users and premises.
* Ensure you leave details of visits and timescales when working away from your office base.
* Ensure that, when not returning to the office from a visit you arrange to confirm the conclusion of that visit with a member of the team or other designated contact.
* Support your line manager in the delivery of good health and safety practice and the minimising of risks.
* Ensure you draw to managers attention health and safety problems or deficiencies you encounter in your work.
* Ensure safety events (accidents, incidents, and near misses) are reported with a view to preventing a recurrence.

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