**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

|  |  |
| --- | --- |
| Job Title: | Social Worker/Senior Practitioner – Children’s Assessment Service |
| Salary: | £37035 - £47754 |
| Grade: | Grade 10 – 12 (dependant on experience) |
| Hours: | *37 per week. We are open to discussions about flexible working*. |
| Team: | Children’s Assessment Service - North |
| Service Area: | Children’s Front Door Services |
| Primary Location: | *Samuelson House, Banbury, OX16 5AU*  *Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | None |
| Responsible to: | Assistant Team Manager / Team Manager |
| Responsible for: | N/A |
| Political Restricted Post: | N/A |

## Job Purpose

|  |
| --- |
| *A brief overview of the key objectives of the job:*   * To provide professional social work to a caseload of children, young people, and families, appropriate to experience and capabilities, ensuring their views are heard. * To complete section 17 Child and Family Assessments and section 47 Child Protection enquiries in a timely manner, and make recommendations for appropriate outcomes. * To ensure the highest of professional standards and good overall knowledge of relevant law, legislation, and practice in line with the values and principles of the Family Safeguarding model and Oxfordshire County Council’s Threshold of Needs and Practice Standards. * To ensure provision of good quality services which integrate government and local guidance and initiatives including, Children Acts 1989 & 2004, Working Together, local Child Protection and Looked After Children procedures, and the DoH, Assessment Framework 2000. * The nature of this post will require flexibility to meet urgent priorities as they arise. This may entail some work outside normal office hours on occasion. The post holder will be expected to adopt a flexible attitude, to undertake a range of tasks in line with the needs of the service and support other services within the Front Door as and when needed. |

## Job Responsibilities

|  |
| --- |
| *This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake*.   * 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 undertake child and family assessments for allocated families, assessing need and recommending proportionate outcomes, including plans that are SMART. * To investigate allegations of harm or neglect under s47 Children Act 1989 when required. * To act as the duty worker for the team on a rotational basis, responding to new referrals * To prepare and submit written reports in a timely manner and of appropriate quality, including child and family assessments, child protection conference reports and, when required, legal reports for care proceedings. * To ensure that the child’s voice is considered in all casework and included in all assessments and plans. * To proactively liaise with and work in partnership other agencies and organisations, parents and carers. * To attend initial Child in Need meetings, Community TAF meetings and Initial Child Protection Conferences, as required for each case presenting plans clearly, with professionalism and integrity, and to ensure the swift transition of families from the Children’s Assessment Service to long term teams so that interventions to help, support and protect children and young people are offered in a timely manner. * To ensure the Assistant /Team Manager is kept fully appraised of significant information about allocated families, seeking advice as and when necessary. * 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 attend case supervision / assessment reviews for all families and to ensure that relevant updates are provided before each meeting. * To attend regular individual supervision 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 be familiar with and committed to equal opportunities and anti-discriminatory and anti-oppressive 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 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. * Any other duties as may be deemed necessary to carry out the full remit of the role.   **Criteria for appointment to Senior Practitioner post.**  Social Workers can progress/be appointed to the role of Senior Practitioner subject to the following criteria;   * Minimum of 3 years post qualifying experience, which must demonstrate relevance to the post. This must include a minimum of 12 months’ statutory social work experience and the remainder within an appropriate health or social care role with a recognised provider. (N.B. Any work not undertaken within a statutory agency should be at the level of work expected within statutory social care). Exceptions to this will be considered only where an employee has considerable experience at a comparable level. |

# 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: |
| A relevant Social Work qualification and current registration with Social Work England. | A: D |
| Successful completion of the ASYE programme (or equivalent) and evidence of a minimum of 1 years post-qualifying social work experience in a statutory children’s social care role (3 years for Senior Practitioner application). | A: D |
| Knowledge and experience of undertaking Section 17 Child & Family Assessments and Section 47 Child Protection Investigations. | A: I |
| Experience of working with children and their families in a statutory Children’s Social Care setting and a good working knowledge of services relevant to children, young people, their families and carers. | A: I |
| A good understanding of safeguarding, relevant legislation, guidance, policy and procedures | A: I |
| Knowledge and experience of Children We Care For processes, procedures and care planning. | A: I |
| Demonstrable experience of multi-agency working to achieve positive outcomes for children. | A: I |
| Knowledge of a range of relevant tools and their application in practice to develop an evidence-base that informs the development of child-focused plans of intervention. | A: I |
| Able to communicate appropriately and effectively, verbally and in writing with adults, children and other professionals, ensuring language is accessible to all. | A: I |
| Able to produce timely and high-quality written work and comply with directorate recording procedures. | A: I |
| Able to effectively use a range of IT systems (Word, Outlook and Children's Services Case Recording Systems). | A: I |
| Able to demonstrate good professional analysis, risk assessment and decision-making skills. | A: I |
| Desirable Criteria | Assessed By: |
| Experience of working in a children’s assessment team setting | A: I |
| An understanding and commitment to the principles of the Family Safeguarding Model, including knowledge and experience of Motivational Interviewing. | A: I |
| Achieving Best Evidence (ABE) Trained. | A: I: D |

# 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](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

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](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-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): |