**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: | Newly Qualified Social Worker  |
| Salary: | £37,035– £43,693per annum  |
| Grade: | 10/11 |
| Hours: | *37 per week. We are open to discussions about flexible working*. |
| Team: | Children’s Disability Service |
| Service Area: | Children’s Services  |
| Primary Location: | *Various locations across Oxfordshire- Oxford, North Oxfordshire, South Oxfordshire* *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: |  |
| Political Restricted Post: |  |

## Job Purpose

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| To work with disabled children and their families, assessing their need for social care services and providing support to those identified as Children in Need; those who are subject to Child Protection plans; those who are subject to Care Proceedings and those who are Children We Care For. To ensure that services are planned and delivered in a way that maximises participation and reflects children’s rights in relation to services being provided; to act on views of children and young people and demonstrate that children’s rights are reflected in the work with children and young people.The post holder is responsible for ensuring that all County Safeguarding and Child Protection policies are adhered to and concerns are raised in accordance with these policies. |

## Job Responsibilities

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| **MAIN DUTIES AND RESPONSIBILITIES:**1. To assess need, providing focused work aimed at helping parents and children make changes in their lives, recording and evaluating that work as well as liaising with other agencies and voluntary organisations to improve the support available to children and their families in the local community2. To be the allocated worker for disabled children in need or subject to child protection plans as identified by assessment, and for disabled children who are looked after.3. To provide ongoing timely assessment, planning, implementation and review for allocated cases, working in partnership with young people, their families and partner agencies.5. To prepare written reports for review, case conferences, courts and departmental panels as appropriate.6. To undertake effective analysis and management of risk for allocated children and to promote and support their developing needs under the supervision of the Team Manager.7. To ensure timely and up to date completion of written records, to prepare reports and complete administrative tasks, including those related to direct payments, as required by the Department and other agencies8. To comply with the requirements of relevant legislation, guidance and practice standards, in accordance with Children’s Social Care Policies and Procedures and OSCB Safeguarding Procedures9. To work in a way that promotes family strengths and the independence of children and their families.10. To link with colleagues, other agencies and community resources to ensure that disabled children and their families are offered effective support.11. To reassess young people’s needs in the light of changes in circumstances, behaviour, health, family situation etc. and to undertake direct work with young people.12. To promote and monitor high quality services for disabled children, ensuring they receive safe care.13. To work jointly with area social care team colleagues, family placement social workers, foster carers, residential staff and adopters as appropriate.14. To work jointly with family placement colleagues in family finding and linking for permanency and placement.15. To work jointly with SEN and health colleagues about placement planning and support for disabled children who are accommodated or living away from home in specialist placements.16. To keep abreast of current research and national developments.17. To attend team meetings, supervisions and training as required.18. To carry out any task requested by a manager of the Department and identified as commensurate with the role of Social Worker. |

# 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.

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| Essential Criteria | Assessed By: |
| Qualified Social Worker (B.A. Hons Degree, DipSW or CQSW) or equivalent | A, D |
| Willingness to undertake post qualifying training in Social Work , Must be registered with Social Work England (in process of ) | A, D |
| Experience of working with children and families in a field related to the role.  | A, I. |
| 1. Able to adapt communicate styles effectively to a range of audiences (adults, children and other professionals).
 | A, I. |
| 1. Excellent written and verbal communication skills including the ability to produce timely and high-quality reports/correspondence and keep accurate records. Ability to effectively chair meetings including planning meetings.
 | A, I. |
| 1. Competent IT user including the use of Microsoft Office products (Word, Excel, Outlook, Skype for Business). Confident with data analysis, using it to inform risk assessments and decision making.

  | A, I. |
| Excellent organisational skills with the ability to plan own workload effectively with limited supervision and a proven ability to effectively manage competing demands and priorities. | A, I. |
| Commitment to and evidence of continuous professional development.  | A, I. |
| Demonstrable ability to act with high levels of trust and personal accountability. | A, I. |
| A commitment to the provision of support using a rights based, empowering, person centred approach with evidence of being a passionate advocate for disabled young people’s views and opinions. | A, I. |
| 1. Experience of working effectively as part of a team. Supporting and motivating colleagues to achieve high performance.
 | A, I. |
| 1. Excellent interpersonal skills with the ability to develop effective collaborative working relationships and manage expectations with key stakeholders, partners and families.
 | A, I. |
| 1. Highly resilient with the ability to manage own emotions in the face of pressure, set-backs or when dealing with challenging situations.
 | A,I. |
| 1. Influencing, facilitation and negotiation skills. With evidence of proactively challenging the status quo and proposing innovative ideas and solutions.
 | A.I. |
| 1. Can travel to visit clients and attend meetings over a wide area and at short notice.
 | A, I. |
| Is open, creative and willing to explore new ways of working and able to work flexibly across the whole county, responding to needs as they arise within the service.  |  A.I. |
| 1. Can offer some flexibility in working hours (for example being able to make visits outside of office hours when work cannot be completed at another time dependent on the needs of the child/ family you are working with)
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| 1. Satisfactory Enhanced Disclosure & Barring Service Certificate.
 | D |
| **Desirable Criteria** | Assessed By: |
| Knowledge and experience of child protection policies and procedures demonstrated though significant practice experience | A.I. |

# 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).

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| [ ]  | 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) |
| [x]  | 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 | [x]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | 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).

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| [ ]  | 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 | [x]  | 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 |
| [x]  | 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 |
| [x]  | Significant use of computers (display screen equipment) | [x]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [x]  | 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 | [x]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):  |

Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements

November 2023