**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides 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: | Unaccompanied Children and Young People’s team Social Worker -Permanent |
| Salary: | Salary: £37035 - £43693 |
| Grade: | 10-11 |
| Hours: | 37 |
| Team: | UCYP |
| Service Area: | Children’s Services |
| Primary Location: | Office base is Union St OX4 1JP with some hybrid working |
| Budget responsibility: | Contribute to the control of the budget |
| Responsible to: | UCYP Team Manager |
| Responsible for: | N/A |
| Political Restricted Post: | No |

## Job Purpose

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| This is a brief overview of the key objectives of the job including the context within the team/department.  The Unaccompanied Children and Young Person’s Team cares for children and care leavers. The team includes: - managers, senior’s, social workers, leaving care personal advisors and a family support worker.  As a social worker in the team you will be responsible for unaccompanied children who are usually care for by the local authority under sec 20 of the Children Act.  You will have your own case load and be responsible for completing all statutory duties within timescales.  You will be part of a duty pod and this is usually when you will need to respond to newly arrived children.  You will need to take part in a front door assessment to ensure that the right services are offered.  This role offers a unique opportunity to develop your knowledge in working with children of different cultures and gaining a good understanding of the asylum process.  There will be opportunities to undertake specialist training to develop you in the role.  This 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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| This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.   1. To be the allocated worker for children we care for, wherever placed, delivering services which are sensitive to the needs of children, young people, and families, to the highest professional standards. 2. To encourage and support unaccompanied children and young people to participate in all decision-making processes affecting their lives (according to their age and stage of development). 3. To provide ongoing timely assessments, planning, implementation, and reviews for allocated cases, working in partnership with children, young people and families, and partner agencies. 4. To undertake effective analysis and management of risk for allocated children, under the supervision of the team manager. 5. To devise, implement and review care plans and permanency plans according to timescales. 6. Monitor and promote children’s health and education needs and any special needs, to ensure these are met and improve life chances. 7. Re-assess children’s needs in the light of changes in circumstances, immigration, behaviour, family situation, etc. and undertake direct work with children. 8. 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 Procedures, including statutory visiting and related recording. 9. Work jointly with area social care team colleagues, residential, other colleagues, and foster carers. 10. Conduct child and family assessments, visits, reviews, age assessments, human rights assessments etc in a timely manner. 11. To work closely with health, education, the Virtual School, and other professionals to ensure all needs are met. 12. To work alongside interpreters and raise any issues where necessary. 13. Liaise with colleagues in all teams and facilitate the smooth transition of cases to Leaving Care Personal Advisors 14. Ensure all records and information systems are kept accurate and up to date, including the inputting and updating of the Department’s computerized information systems. 15. To keep abreast of current research, immigration legislation and national developments. 16. To take part in the team duty system and undertake other tasks within the team as needed. 17. To attend team meetings, supervisions and training when required.   The nature of this post will require flexibility to meet urgent work needs as they arise. This will inevitably entail some work outside normal office hours.  The job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the Service and in keeping with the general profile of the post.  The nature of the post requires the ability to visit service users and attend meetings across the county and at short notice. Occasionally the post holder will have to travel out of county, and this may involve overnight stays.  If you are appointed to this post you will be expected to abide by the Code of  Practice for Social Care Workers which will be issued to you. If you wish to  have further information prior to your interview, please access the website at www.SocialWorkEngland .org.uk. |

# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4).

Each of the criteria listed below will be measured through the application form (A) and optionally - 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. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

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| Essential Criteria | Assessed By: |
| * Qualified Social Worker (B.A. Hons Degree, DipSW or CQSW) or equivalent * Willingness to undertake post qualifying training in Social Work * Must be registered with the SW ENGLAND | A/D |
| * Has worked with UC&YP children and young people (includes in a related field such as a student or volunteer) | A |
| * Able to communicate appropriately and effectively with adults and children, and with other professionals * Able to produce timely and high quality written work - letters, forms, reports etc and follow directorate procedures * Able to produce word processed documents and operate computer information systems * Able to demonstrate good professional analytic, 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 in the context of efficient use of resources * Commitment to continuous personal development * Demonstrable ability to act with high levels of trust and personal accountability | A/I/T |
| * Can work as part of a team * Can work in a busy and sometimes stressful environment * Is commited to ensuring that a child’s welfare is paramount and taking necessary steps to protect children * Is commited to working in partnership with foster carers and key workers   Is flexible and able to use their own initiative, whilst accepting the need to work within policies and procedures. | A/I |
| * The ability to travel independently to a variety of premises, sometimes at short notice to visit service users and attend meetings. | A/I |
| * Commitment and an understanding of the principles of equal opportunities for all in employment and the delivery of services. | A/I |
| * Satisfactory enhanced Disclosure & Barring Service Check | A/I |
| * Will take responsibilty for own learning and share learning in the team | A/I |
| Desirable Criteria | Assessed By: |
| * Has pursued additional training or personal study of relevant subjects * Consolidation Award or Specialist Award holder | A/I/D |
| * Relevant post-qualifying experience. * Has work experience of child protection work. * Has experience of working with children who are looked after by the Local Authority. * Has experience in Merton age assessments * Experience of delivering trauma informed interventions. * Experience working with interpreters * Clear desire to work with children from different cultures | A/I/D |
| * Is open, creative and willing to look at new ways of working. | A/i |
| * Can offer some flexibility in working hours (for example evening visits when work cannot be completed at another time) * Car driver and car owner is desirable due to distances involved at times. | 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 include:

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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) |
|  | 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 |

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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 |  | 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 |

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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.