**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 We Care For  |
| 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 provide professional social work to a caseload of children, young people and families, appropriate to experience and capabilities, ensuring their views are heard. To work with children and young people who, after full assessment, are deemed to need permanent care away from their own home, or a significant period of substitute care, whether subject to Care orders or Section 20 of the children act. 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 Children We Care For.  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.  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; acts on views of children and young people and demonstrate Children’s Rights are reflected in the way that you work with children and young people. |

## 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 looked after. To deliver services which are sensitive to the needs of children, young people and families, to the highest professional standards.
2. To encourage and support looked after children and leaving care 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 assessment, planning, implementation and review 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/young people, under the supervision of the team manager. 1. To implement Permanency plans and maintain up to date Care or Pathway Plans.
2. Work jointly with family placement colleagues in family finding and linking for permanency, and placement.
3. Conduct statutory visits, reviews, Court Reports, etc. in relation to Adoption Regulations.
4. Monitor and promote health, education and EET needs and any special needs, to ensure these are met and improve life chances.
5. Re-assess children/young people's needs in the light of changes in circumstances, behavior and family situation, etc. and undertake direct work with children/young people.

10. 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. 11. 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.13. To work closely with residential homes, foster carers and adopters as appropriate. 14. To also work closely with health, education, Virtual School, CAHMS and other professionals to ensure all needs are met.15. Provide ongoing support to children leaving the looked after system to return home for a limited period or as part of a reunification plan, as agreed by protocols, etc. 18. To ensure young people are aware of and receive their financial entitlements. 19. Keep abreast of current research and national developments. 20. To take part in the team duty system/rota.  |

# 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,  |
| Willingness to undertake post qualifying training in Social Work , Must be registered with Social Work England (in process of ) | A, I |
| Has worked with children and families (includes in a related field such as a student or volunteer) | A, I |
| Able to communicate appropriately and effectively with adults and children, and with other professionals | A, I |
| Have a knowledge of legislation, guidance, policy and procedures  | A, I |
| Have a working knowledge of Motivational Interviewing and the cycle of change and their application in social work with children and families |  |
| Able to produce timely and high quality written work - letters, forms, reports etc and follow directorate procedures | A, I |
| Able to produce word processed documents and operate computer information systems | A, I |
| Able to demonstrate good professional analytic, risk assessment and decision making skills | A, I |
| Is committed to working in partnership with parents and carers | A, I |
| Is flexible and able to use their 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 |
| Can travel to visit clients and attend meetings over a wide area and at short notice. | A, I  |
| Satisfactory enhanced Disclosure & Barring Service Check. | D |
| Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services. | A, I |
|  |  |
| Desirable Criteria | Assessed By: |
| Has pursued additional training or personal study of relevant subjects | A, I |
| Can offer some flexibility in working hours (for example evening visits when work cannot be completed at another time) | 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 | [x]  | 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