**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: | Integrated Assessment & Safeguarding 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 provide professional social work to a caseload of children, young people and families, appropriate to experience and capabilities, ensuring their views are heard.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 Family Safeguarding Plus (FSP) 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 Children We Care For 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 offices hours on occasion. The post holder will be experienced to adopt a flexible attitude to understand 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

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| **MAIN DUTIES AND RESPONSIBILITIES:** • 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 FSP 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/casework supervision when required and to ensure that relevant updates are provided before each group supervision session. • 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, responding to new referrals • To undertake child and family assessments for allocated families • 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 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 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.

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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 |
| 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 |
| Commitment to anti-discriminatory and anti-oppressive practice. | A, 1 |
| Job related aptitude and skills: | Assessed By: |
|  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 effectively 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 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/ | A, I |
| **Personal qualities:** A keen interest in supporting children and their families to achieve best outcomes Excellent interpersonal skills and the ability to form professional workingrelationships with children, their families and partners Ability to undertake direct work with children using age-appropriate tools where necessary 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 | A, I |
| **Special Requirements:** Can travel to visit clients and attend meetings over a wide area and at short notice. Satisfactory enhanced Disclosure & Barring Service Certificate. | 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) | [x]  | 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