**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: | Social Worker – Multi-Agency Safeguarding Hub (MASH) |
| Salary: | £37,035 - £43,693 |
| Grade: | G10 – G11 |
| Hours: | *37 per week* |
| Team: | Multi-Agency Safeguarding Hub (MASH) |
| Service Area: | Front Door Services |
| Primary Location: | *County Hall, Oxford OX1 1ND.* *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.*  |
| Budget responsibility: | None |
| Responsible to: | MASH Manager |
| Responsible for: | None |
| Political Restricted Post: | No |

## Job Purpose

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| * To deal with all enquiries and referrals of Children in Need to Children's Social Care, according to the Priority Matrix, undertake duty work, child protection enquiries, and assessments of children and families in need, holding case responsibility until such time as the case is closed/signposted to another service, referred to another agency, or transferred to another team within the directorate.
* 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 work with children and young people.

The post holder is responsible for ensuring that all County Child Safeguarding and Child Protection Policies are adhered to and concerns are raised in accordance with these policies |

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## Job Responsibilities

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| * To undertake MASH enquiries under the direction of managers and senior practitioners to identify any safeguarding needs for children and their families, making proportionate recommendations.
* Share information in line with relevant legislation with partner agencies to inform evidence-based decisions.
* Adhering to and implementing all Oxfordshire County Council policies.
* Flexibility in relation to working hours and duties to meet the needs of the service.
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# 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: |
| Minimum of one year experience of direct social work with children and families in a statutory setting, and a recognised social work qualification with current registration with Social Work England. | A |
| Knowledge of Child Care legislation and statutory guidance, and experience of implementing this in daily practice.  | A/I |
| Knowledge and understanding of child development, parenting capacity and environmental factors. | A/I |
| Ability to demonstrate good professional analytic, risk assessment and decision-making skills. | A/I |
| Knowledge and understanding of current issues in children’s social work practice particularly in relation to child protection and planning of interventions. | A/I |
| Knowledge of roles and responsibilities of our partner agencies and experience of multiagency working.  | A/I |
| The ability to communicate appropriately and effectively with adults and children over the telephone and recognise the barriers within this | A/I |
| Ability to work effectively under pressure and to prioritise own work in line with areas of highest risk, coordinate own activity with others in MASH as well as external colleagues | A/I |
| Experience in using a range of IT and software to support daily work activity and organisational skills that ensure children’s records are accurate and recorded within timescales.  | A/I |
| Desirable Criteria | Assessed By: |
| Previous Experience working in a Multi-Agency Safeguarding Hub | A/I |
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# 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 | [ ]  | 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 |
| [x]  | 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):  |

April 2022