**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: | Social Worker |
| Salary: | £37,035 - £43,693 per annum  |
| Grade: | Grade 10/11  |
| Hours: | 37  |
| Team: | Moving into Adulthood Team  |
| Service Area: | Adult Social Care  |
| Primary Location: | Oxfordshire |
| Budget responsibility: | None  |
| Responsible to: | Practice Supervisor |
| Responsible for: | May supervise G8/9 Coordinator upon attaining G11 |

## 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.*This post is based in Adult Social Care and the post holder will be required to work collaboratively across adult social care, children’s services, health and partner agencies to support and promote strong communities, making a real difference to the people and communities we serve, now, and for the future, whilst ensuring that we are delivering value for money. Support is delivered through a strength based approach to create opportunities, build resilience and long-term support networks so that people live their lives as successfully, independently and as safely as possible. The post holder will work within the competency framework achieving completion and passing of progression to Grade 11, within the timescales set out in the criteria. |

## Job Responsibilities

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| *This is a list of the main duties or tasks that the post holder will be expected to undertake.** Work within the requirements of the Care Act 2014, Mental Capacity Act 2005, Mental Health Act 1983, the Children and Families Act 2014, the Equality Act 2010, the Autism Act 2009 and any other relevant legislation, guidance and codes of practice, providing personalised information and advice to individuals, families and their carers.
* Use strength based approaches, ensuring that in responding to eligible needs all options including the use of informal support networks, community resources, and the assessment of equipment and adaptations and Occupational Therapy are explored in order to achieve identified outcomes.
* Develop and maintain strong countywide working relationships including those with children’s social care, special educational needs, schools, colleges, local people, health, voluntary and 3rd sector organisations.
* To undertake timely and proportionate assessments, reviews and professional interventions and other duties relating to individuals, families and carers.
* Ensure support plans are reflective of the persons needs and outcomes by providing a clear breakdown of how these are being met, regardless of determination of eligibility.
* Identify and make necessary arrangements where an individual would benefit from services which will improve and maintain independence, in particular reablement services and basic equipment including Assistive Technology to meet needs and reduce risk.
* To make telephone enquiries, undertake face to face visits in the community, facilitate clinics and be responsible for the management and prioritisation of a caseload.
* To participate in duty including telephone and emergency advice.
* Fulfil the role of a trusted assessor; making an assessment of when to involve another social/health care professional where a specialist assessment, skill or intervention is required.
* Identify and appropriately report any adult and children safeguarding concerns and carry out safeguarding enquiries in accordance with the Care Act 2014, local procedures and within the principles of ‘making safeguarding personal’.
* Identify and apply legal and professional knowledge and skills, balancing protection and risk using relevant decision-making and intervention to protect those at risk whilst promoting individuals to manage their own risk.
* Maintain comprehensive, accurate and professionally defensible records of work undertaken, to ensure compliance with organisational guidelines and professional standards. Where required write court reports and tribunal reports and give evidence during legal proceedings.
* Contribute to the development of the service i.e. by communicating new ideas or practice issues through means such as supervision, briefings, completion of council surveys, and team meetings.
* Provide supervision if required to identified staff or students in line with OCC Supervision Policy.
* Support and adhere to comments and complaints policies and procedures as required through attending the complaint meetings and implementing any learning actions and outcomes.
* Work within departmental policies, procedures and guidelines including but not limited to Data Protection Act, confidentiality and information sharing protocols.
* Take ownership of and responsibility for delivering against team and individual performance targets.
* To be accountable for the commitment of financial resources within the scheme of delegation.
* Actively engage in continuous professional development in order to maintain professional registration including the following roles: Approved Mental Health Practitioner, Practice Educator and Best Interest, Mental Capacity Assessor.
* Apply the principles of social justice, social inclusion and equality decision making in all casework, challenging issues of discrimination and oppression and demonstrating the confident application of ethical reasoning to professional practice.

The nature of this post will require flexibility to meet service needs as they arise which may include some work outside normal office hours including responses to emergencies. 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 post holder will be allocated a main team base and from time to time you may be asked to work at a different base to cover operational needs. Oxfordshire County Council is reviewing office accommodation across the county, and the location of this post may change. The successful applicant for this position will be kept informed by his/her line manager of any proposed change in location**.****Equalities and Diversity**Oxfordshire County Council is committed to an Equal Opportunities Policy, which affirms that all staff should be afforded equality of treatment and opportunity in employment irrespective of sex, sexuality, age, marital status, ethnic origin or disability. All staff are required to observe this policy in their behaviour to other employees and individuals they work with.  |

# 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 and desirable criteria. The criteria are aligned to our [corporate values](https://www.oxfordshire.gov.uk/council/about-your-council/working-oxfordshire-county-council/county-council-values).

Each of the criteria listed below will be measured through; the application form (A), 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: |
| **Educational Achievements, Qualifications, Training and Knowledge*** Recognised Social Work Qualification and registration and maintenance of professional registration
* Evidence of Assessed and Supported Year in employment or commitment to complete
* Evidence of continuing professional development
* Good knowledge and IT ability (word processing, emailing, internet)
* Understanding of confidentiality and information sharing protocols
 | A/D/I/T |
| **Abilities*** Undertake needs led/strength based assessments and reviews
* Work as part of a multi-disciplinary team and independently
* Knowledge and application of the ‘making safeguarding personal’ principles and an ability to work within agreed targets including safeguarding timeframes
* Experience of working with health and other agencies to deliver better outcomes for individuals
* Experience of liaising and working effectively with individuals their families/carers, other professionals and agencies to achieve the best outcomes for people
* To demonstrate and champion evidence-based practice
* To draw upon and promote professional values and ethics
* To demonstrate a high level of interpersonal and communication skills
* To demonstrate skills in record keeping and report writing with defensible decision making.
* Working knowledge of legislation and statutory guidance relevant to Adult Social Care
* Commitment to and understanding of the principles of Equal Opportunities for all in employment and the delivery of services.
 | A/I/T |
| **Job related Aptitude and Skills*** Awareness and ability to articulate broad organisational goals/ outcomes
* Ability to operate in a climate of change and to embrace new ways of thinking and working
* Stays calm under pressure
* Accepts and responds to constructive feedback
* Highly organised with a solution focused, logical and innovative approach to challenges
* Is prepared to constructively challenge assumptions in decision making, seeking other people’s views and opinions
* Considers the impact on others when making decisions
* Is available and approachable and takes time to consult and communicate with sensitivity and understanding
* Prioritises clearly and appropriately
* Supports the team to deliver against service plans
 | A/I/T |
| **Personal Qualities*** Resilience and ability to appropriately challenge
* Ability to motivate and engage staff team
* Commitment to own personal and professional development and to the learning and development of others
* Active listener and responsive to the view of others
* Analysis skills and problem-solving approach
 | A/I/T |
| **Special Requirements*** Satisfactory Disclosure and Barring Service check (DBS)
* Ability to travel to and access a variety of premises and locations
* Commitment to inter-agency working
* Some flexibility in working arrangements/hours to meet operational requirements including responding to emergencies
 | A/I |
| Desirable Criteria | Assessed By: |
| **Educational achievements, Qualifications, Training and Knowledge*** Post qualifying training: Best Interest Assessor, Approved Mental Health Professional or Practice Educator (or commitment to train as one)
* Evidence of good organisational skills in work or voluntary areas
* Identifying and evidencing efficiencies
 | A/D/I |
| **Experience:*** Ability to identify whole system problems and propose solutions
* Experience of undertaking adult safeguarding investigations
* Social and community services experience.
* Experience of working with young people
* Experience of strength-based assessments.
 | 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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| --- | --- | --- | --- |
| [x]  | 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 | [x]  | Professional Registration - SWE |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |
| [ ]  | 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 WCC 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 |
| [ ]  | 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.