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|  | | | | JOB DESCRIPTION | | | Form JD1 | |
| JOB TITLE: Newly Qualified Social Worker (ASYE) | | | | | **POST NUMBER:** 1100DWG/1100DWK 1100DWO/1100DXI/1100DXN/1100ESG | | | |
| **REPORTS TO** (Job Title): | | | | | Service Manager | | | |
| **DEPARTMENT:** Children’s Social Care | | | | | GRADE: 8 | | | |
| **JE REF:** | | | 2987 B00256 | | PANEL DATE: | 091012 | | |
| **1.** | **MAIN PURPOSES OF JOB**  In line with the department’s statutory obligations, to manage a reduced caseload of children and their families with complex problems, designing and implementing appropriate care solutions.  To undertake assessments under the guidance of a manager or more experienced worker.  To work to ensure that the welfare and safety of children are promoted and, insofar as is consistent with their welfare, that they continue to live with their own families.  Where this is not possible, to make the best possible arrangements for the children’s care in other family settings. | | | | | | | |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** | | | | | | | |
|  | i | To manage cases discussed with, agreed and allocated by the line manager. | | | | | | |
|  | ii | To undertake assessments of need. | | | | | | |
|  | iii | To take necessary statutory or other action in relation to the liberty or safety of children, including emergency situations, liaising with other agencies, when appropriate. | | | | | | |
|  | iv | To perform the department’s statutory functions in respect of children in need, and children whom the local authority is looking after: and to be an advocate for children in court proceedings, statutory panels and with other agencies. To work with other agencies, as necessary, to fulfil the department’s statutory duties. | | | | | | |
|  | v | To work with other departmental staff and agencies to implement decisions reached on services for users. | | | | | | |
|  | vi | To monitor, review and reassess individual care and support packages and respond to changing needs and issues raised. | | | | | | |
|  | v | To work with individuals or groups of users in line with the key task of developing individuals’ potential, independence and dignity. | | | | | | |
|  | vi | To support and advise children, parents and carers and to encourage the development and maintenance of appropriate support networks and services within the individuals’ homes or in the community. | | | | | | |
|  | vii | To contribute to the planning and development of the department’s services in response to statutory developments and clients’ wishes through feedback on service provision. | | | | | | |
|  | viii | To account for all financial transactions in the provision of services, identifying the need, seeking authority for funding and ensuring services are provided and accounts are paid within 30 days of receipt in accordance with Council policy. | | | | | | |
|  | ix | To maintain appropriate and timely computerised records of cases, plans and actions taken, in line with the department’s Client Access to Files Policy and the national policy on electronic recording. | | | | | | |
|  | xi | To comply with all the requirements of child protection, family and human rights legislation, national and Council policy, procedures and processes and professional standards. | | | | | | |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**  Direct; None Indirect: none | | | | | | | |
| **4.** | **CREATIVITY & INNOVATION**   * A high level of creativity and innovation is required in providing a user-centred service, exploring different ways of meeting complex, individual needs against eligibility criteria and tailoring care or support plans. * Creativity is necessary in the assessment of individual needs and translating these into a care or support plan, determining what services are available and needed and how best to make the plan work. * The jobholder needs to review established processes continually to meet the needs of children and young people, assessing risk and ensuring efficient service provision and improvement. * Innovative approaches are frequently required to establish meaningful communication with the service users e.g. using role plays, drawings, story books and the like to elicit information, and to achieve a degree of partnership where there is conflict between the service-users and the department. * Problems are unique, complex and unremitting, dealing with vulnerable people, and it is not appropriate to apply generic responses. The jobholder must find innovative solutions which meet the needs of service users using their professional social work skill, judgement and knowledge of children’s and human rights legislation with the support of their line manager. * The jobholder responds to emergency situations arising from their own and colleagues’ caseloads, to obtain the key facts, analyse the information and determine an appropriate course of action, liaising with other agencies, as necessary. * The jobholder has to explore different means of overcoming distrust in establishing meaningful relationships with service users. | | | | | | | |
| **5.** | **CONTACTS & RELATIONSHIPS**   * **Internal** Regular contact with other team members and staff in other Council directorates about issues relating to the care of children and access to relevant services, e.g. children centres, Adult Services, Mental Health Services, Housing Department, schools and the Youth Offenders Team. * **External** Engagement with strategic partners, including contact with health professionals in hospitals and the Primary Care Trust and, in particular, with paediatricians, psychiatrists, psychologists, physiotherapists, occupational, speech and language therapists and community nurses. Information exchange can include sharing critical information about a child’s condition. * Contact with solicitors on disputes over residency and with the courts concerning the provision of reports. Also, with the police and the Probation Service concerning children and young people and acting as an advocate, when required. The jobholder has contact with other local authorities, adoption agencies and foster / sharing carers on child care issues. | | | | | | | |
| **6.** | **DECISIONS – discretion & consequences**   * Plans and prioritises own workload against the department’s and own work plan. Needs to respond rapidly to service users requiring urgent attention, analysing the problem and exploring options and solutions. * Subject to the requirements of children’s and human rights legislation, the Council’s and nationally determined policies and procedures, the jobholder has some discretion concerning the assessment of the needs of service users and the provision of advice on the care of children, drafting care plans and implementing recommendations. * The jobholder needs to be able to exercise professional judgement in assessing individual needs against eligibility criteria, determining risk and producing, implementing and monitoring care plans for vulnerable children with complex problems. * A significant level of analytical reasoning ability is required in interpreting and evaluating complex information and producing positive outcomes. * The professional and emotional support provided by social workers is rated highly by service users, if done well, and enhances the reputation of the Council as a service provider. It facilitates communication at all levels, improving relationships within families, furnishes new life opportunities, enabling service users to have a better life and to contribute more fully to the community. * Inappropriate support and advice could lead to claims and consequential financial and reputation risk for the Council. | | | | | | | |
| **7.** | **RESOURCES – financial & equipment**  *(Not budget, and not including desktop equipment.)*  Description Value   * Normal office equipment. * Pool car. | | | | | | | |
| **8.** | **WORK ENVIRONMENT – work demands, physical demands, working conditions & work context** Work demands  * The jobholder’s work is subject to constant review and he/she has to deal with conflicting demands, changing deadlines and requirements. * Protected caseload.  Physical demands  * Normal office environment. * Considerable time spent working on a p.c.  Working conditions  * Normal office environment. * Frequent home visits in often-unpleasant domestic circumstances.  Work context  * The post holder will be required to complete and pass the Assessed and Supported Year in Employment (ASYE) within the timescales agreed by the agency. * Normal office environment. * Dealing with vulnerable people in distress with the potential for verbal abuse and physical threats. * Due to the sensitive nature of the work and the stressful situations facing families worked with, the post holder may be exposed to verbal aggression, either on the telephone or in person and the worker needs to be skilled in de-escalating volatile situations. On occasion this could include the potential for physical threats. * The worker will gather information on a daily basis that may be of a distressing nature for example, relating to abuse of vulnerable children and serious health issues faced by some children. | | | | | | | |
| **9.** | **KNOWLEDGE & SKILLS**   * The jobholder must have a final level professional qualification in social work, e.g. a first degree in social work or C.Q.S.W., C.S.S., Diploma in Social Work (DipSW) or similar as defined in the National Conditions of Service. * As this will be the first position post qualification, the post holder will have limited experience as a practising social worker, and will therefore have limited social work knowledge and skills. * The jobholder will be subject to an ASYE, and will be required to demonstrate an appropriate level of competence as per the requirements of the ASYE. As the post holder progresses through the ASYE they will undertake work of increasing complexity and with greater autonomy. * The jobholder needs to have a good knowledge and understanding of legislation in respect of children, families and human rights and its practical application, of working with children and their families and of communication methods. * He/she should have a child-centred approach and a sound knowledge of child development. * Good knowledge and understanding of the Council’s and the department’s policies, procedures and practices. * Must be able to analyse information and make sound, rational decisions. * Good oral and written communication skills, with an ability to present information in report form. * Developing Influencing and negotiating skills which are required when dealing with children, parents, carers and service providers. * Team working ability, good time management and organisational skills. * Developing ability to defuse hostile situations. * Must be familiar with the Department of Health’s assessment framework and looked after children materials. * Must have a good understanding of alcohol, drugs and substance abuse and its impact on mental health.   **Ability to converse and provide advice and guidance to members of the public, in spoken English, to Common European Framework of Reference for Languages (CEFR) - level C1** - Effective operational proficiency or advanced - Can express him/herself fluently and spontaneously, almost effortlessly. Only a conceptually difficult subject can hinder a natural, smooth flow of language.  This post requires the post holder to undertake an enhanced – child workforce (with barred list check) criminal record check via the Disclosure and Barring Service. | | | | | | |
| **10.** | **Position of Job in Organisation Structure**  Job reports to: Service Manager  Social workers  NQSW | | | | | | |
| **11** | **Completion of ASYE**  **Upon successful completion of the ASYE the post holder will be offered a contract working to the social work JD.** | | | | | | |