

Department:	Children & Families Service
Job Title:	Newly Qualified Social Worker
Grade:	9
Post Number:	
Service/Section:	Children and Families Service
Base/Location:	County Wide/Various locations
Responsible To:	Team Manager
Responsible For:	
Key Relationships/ Liaison with:	CFS and Multi-agency colleagues.

Job Purpose	
To deliver high quality social work services to children, young people and their families. This will be achieved by:	
<ul style="list-style-type: none"> • Carrying a caseload of referrals, single assessments and other cases relevant to the role. • Working in a fully integrated way that includes other key professionals, agencies, families and young people. • Working in line with the LSCB and CSC procedures. 	

Main Duties and Responsibilities	
1.	Accountable for all children and young people and families for whom you are delegated responsibility through Leicestershire County Council policies and procedures.
2.	The completion of key social work duties in line with specified standards and timeframes.
3.	The delivery of proportionate services to children/young people's needs in line with legislation, LSCB procedures and Leicestershire County Council policies and procedures.
4.	To model good social work practice including that of accountability for high quality service delivery and personal development and efficient use of resources.
5.	To be prepared for and participate in supervision and personal development reviews compliant with C&FS Supervision policy and procedures
6.	To chair a range of meetings and attend child protection conferences, court and other meetings as required.

7.	To provide advice and support to colleagues across C&FS.
8.	To undertake continuing professional and personal development to maintain and update knowledge and skills.
9.	To be responsible for carrying out all the duties of the job in accordance with Leicestershire County Council's Equal Opportunities Policy.
10.	To undertake such other duties as are within the scope of the job purpose, the title of the job and its grading.

Special Factors

- To carry out the duties and responsibilities of the post in accordance with the Department's agreed Records Management , Retention and Data Quality Guidance.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Date Prepared/Revised: 17/03/2016

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	Essential	Desirable	How assessed
<u>Qualifications</u>			
Social Work degree or equivalent, e.g. CQSW, DipSW (with specialism in children's services).	✓		Doct/Int
Training in the use of a risk assessment tool e.g. Signs of Safety, Merton Risk Assessment		✓	Doct/Int
<u>Experience</u>			
Experience of working with children and families.	✓		App/Int
Experience of statutory child care social work, including safeguarding, child protection and care proceedings		✓	App/Int
Experience of working with service users from ethnic minorities and those who have a protected characteristic.		✓	App/Int
<u>Knowledge</u>			
Child care legislation and LSCB procedures, particularly in relation to child protection.	✓		App/Int/ Test
Of the Framework for the Assessment of Children in Need and their Families.	✓		App/Int/ Test
An understanding of published serious case reviews and impact on work.		✓	App/Int/ Test
Awareness of the cultural, racial, linguistic and religious background of children, young people and families.	✓		App/Int/ Test

<u>Skills and Competencies</u>			
Able to apply principles of equal opportunities in practice.	✓		App/Int
Ability to communicate clearly (demonstrating the use of communication/engagement tools) with children, young people, parents/carers, colleagues and other professionals.	✓		App/Int
Ability to undertake assessment to a high standard.	✓		App/Int
Ability to analyse information to reach sound decision (demonstrating the use of risk management tools in analysis and decision making)	✓		App/Int App/Int
The ability to communicate clearly and accurately, both orally and in writing, with a wide range of people, including	✓		App/Int
representatives from other agencies, using skills of negotiation and persuasion	✓		App/Int
The ability to prioritise effectively across a wide range of competing demands to meet deadlines.	✓		App/Int
Time management skills and the ability to respond flexibly to changing requirements.	✓		App/Int
The ability to use information technology applications e.g. Microsoft Outlook, Word and database applications as relevant to the department.	✓		App/Int
<u>Other requirements</u>			
An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.	✓		App/Int
Ability to travel to service points within Leicestershire County Council in a cost efficient way.	✓		App/Int
Possession of a valid driving licence and access to a vehicle.	✓		App/Doc

Must be registered with the Health and Care Professions Council.	✓		App/Doc
Must have a satisfactory DBS	✓		Doc
Able to work outside normal office hours e.g. evenings on occasion if required.	✓		App
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med

Key:	
App = Application Form	Pre = Presentation
Test = Test	Med = Medical Questionnaire
Int = Interview	Dc = Documentary Evidence (E.g., Certificates)

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