LEEDS CITY COUNCIL - Job Description

**Directorate: Children’s Services**

**Service Area: Social Work Service**

**Job Title: Newly Qualified Social Worker (ASYE)**

**Grade: SO1**

**Responsible To: Team Manager**

**Conditions of Service: NJC Conditions apply**

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**Job Purpose:**

Under the general direction of a Team Manager and with support and mentoring from an Advanced Practitioner to provide a high quality and comprehensive social work service to children, their families and carers in accordance with the organisational needs, policy and practices of the Directorate and within statutory guidelines

The post holder must at all times carry out responsibilities within the City Council’s Policies and Procedures, in particular the Council Policies on Equality and Diversity, Health and Safety, and also within the Health and Care Professions Council Code of Practice.

**Core Responsibilities:**

* To carry a caseload and undertake assessment of service users and carer needs using a child focused approach in accordance with agreed statutory and directorate procedures.
* On the basis of assessed needs and risks and, using a child focused approach, devise and implement service and support plans which correspond to the assessed needs of service users, their families and carers in line with procedures.
* Responsible for analysing information to support the on-going needs of users, their families and carers.
* To monitor and contribute to the review of plans relating to the assessed needs of service users, their families and carers in accordance with directorate procedures
* To use a safeguarding framework, to make enquiries, investigate and manage risks where children have experienced or likely to experience significant harm.
* Provide written and verbal reports which are concise, informative and based on analysis of complex evidence which can be used within the legal context.
* Maintain and update case notes and other records and write reports as required.
* Work directly with children and young people to ensure that assessments and interventions are informed by their views.
* Use management information systems, keeping them up to date and able to provide concise and accurate information about circumstances and plans within the requirements of data protection.
* Be compliant with relevant governance, policy and procedures.
* Develop and maintain effective working relationships with other professionals within the directorate and partner agencies to ensure integrated, holistic and multidisciplinary approach to the care management and safeguarding of service users.
* Contribute to the promotion of improved outcomes for individuals, families, carers and groups from diverse and disadvantaged communities.
* Be responsible for understanding and applying all relevant practice standards, policies and procedures.
* Responsible for planning and negotiating a range of appropriate services and interventions that meet the needs of service users within delegated levels of responsibility.
* Identify and implement strategies for responding appropriately to concerns about practice or procedures, seeking guidance if required.
* Appropriately participate in meetings and relevant forums.
* Organise work activities taking account of the need to prioritise tasks and responsibilities ensuring statutory legislation and service priorities are met.
* To work to and within the prescribed Professional Capabilities Framework.
* Work to the prescribed standards for service provision and maintain performance and develop practice and experience in line with personal targets as agreed with line manager through supervision and appraisal.
* To participate in training and development activities that ensures up to date knowledge, skills, and continuous professional development.
* To comply with the requirements of all Leeds City Council and Directorate policies and procedures and staff instructions, including responsibilities under Health and Safety policy and procedures.
* To actively promote and support Leeds City Council’s and Directorate policies on Equality and Diversity.
* To undertake any other duties and responsibilities appropriate to the grade and purpose of the job as may be determined by the directorate.

**Job Overview:** Responsible for an allocated caseload under supervision, including assessment and appropriate management of risks. Make proactive use of supervision to reflect critically on practice, explore different approaches to your work and understand the boundaries of professional accountability. Consolidate, develop and demonstrate comprehensive understanding and application, of the theories and methods of social work practice including working restoratively, awareness of current issues, and evidence based practice research.

**Responsibilities:**

* Carry out the role and responsibilities of key worker for a caseload deemed suitable for allocation to a newly qualified worker.
* Undertake assessment, planning and reviewing of work concerning, children in need, children subject to child protection plans and children who are looked after in care.
* Working restoratively to develop and maintain effective relationships with children and young people, their families and carers to achieve positive outcomes.
* Participate in arrangements to receive, screen and respond to requests for service and referrals.
* With supervision, work with children and young people, families and carers to help them make informed decisions, enabling them to clarify and express their needs and contribute to service planning.
* Where necessary work in the court arena with appropriate support to obtain and implement court orders
* Assist in commissioning services and support for children, young people and their families.
* Contribute to the development of practice and services through participation in workshops, and consultations.
* Work to be undertaken with supervision and guidance from the Team Manager and mentoring from the Advanced Practitioner. This may include elements of co-working more challenging casework alongside more experienced workers and with support and guidance as outlined in the ASYE programme.
* Undertake preventative work with families in order to safeguard children and reduce the need for children to become looked after in care.
* Work with relevant agencies, including the convening of meetings and, where appropriate, the chairing of meetings.

**Special Conditions**

This post is subject to an Enhanced Level Check with the Disclosure and Barring Service (DBS). In discharging its function under the Local Authority Social Services Act 1970, the Directorate is covered by the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975 ) and any applicant is obliged to disclose ALL convictions and cautions, no matter how long ago they occurred and regardless of whether the offences were committed as an adult or a juvenile.

Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

**PERSONAL SPECIFICATION ESSENTIAL REQUIREMENTS:**

Able to effectively plan, manage, prioritise and evaluate work with Service users

Ability to plan, prioritise and time manage own workload.

Able to communicate and pass information effectively, accurately and concisely with a range of partners and services users, carers and colleagues  
  
Able to engage individuals, families, carers and workers from other agencies   
  
Able to identify appropriate social work interventions in order to promote positive change

Ability to devise and implement service and support plans

Ability to assess the needs of and work with individuals and groups using a person centred approach

Ability to maintain accurate service user records, assessments and follow policy and procedure

Able to record, evidence and communicate using technology

Able to exercise individual judgement, assess risk and consult where and when appropriate.

Ability to make proactive use of supervision to reflect critically on practice and explore different approaches to work and understand the boundaries of professional accountability.

**Knowledge required**

Appropriate social work professional qualification ( BA or MA in Social Work)

Registration with the Health and Care Professions Council (HCPC)

Knowledge of the range of theories and models for Social Work intervention with individuals, families, groups and communities.

Of relevant legislation appropriate to the needs of service users from a wide range of backgrounds

Awareness of the broad range of factors that impact on service users and families e.g. drugs, alcohol domestic violence

Understanding of the roles and responsibilities of statutory and voluntary agencies.

Basic awareness of IT systems including Microsoft Office, Internet and Email,

Of current, trends, policies, legislation and regulatory bodies in relation to vulnerable people within a social care setting

Demonstrate an understanding of the importance of confidentiality and the needs and wishes of individuals, families and carers as appropriate.

Ability to work and engage with children and young people and use their views to inform assessments, plans and interventions.

Demonstrate an awareness of needs and safeguarding issues associated with vulnerable people.

Demonstrate an understanding of diversity issues within local communities.

Report Writing and Communications Skills

**Experience required**

Of implementing a child focused approach

Demonstrated creativity in tackling and solving problems

Of advocacy and user involvement.

Of using initiative and a commitment to developing services

Use of reflective practice techniques to critically analyse information to inform decision making and planning

Producing written records and reports to a high standard for a variety of purposes with language suited to function  
  
Application of information gathering skills to make and contribute to assessments

Of using supervision effectively

**Behavioural & Other Related Characteristics required**

Committed to continuous improvement.

Identify and take account of the significance of diversity on the lives of people and show application of this understanding in practice

To carry out all duties having regard to an employee’s responsibility under the Council’s Health & Safety Policies.

Take responsibility for improving practice through professional development

Registration with the Health and Care Professions Council (HCPC) upon commencement in post and maintain registration.

**PERSONAL SPECIFICATION DESIRABLE REQUIREMENTS:**

**Skills required**

Possession of a full current driving licence

Job Description Content Prepared / Reviewed by:

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Designation HR business Partner HR

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