

**Job Description**

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

**Salary Grade:** Grade 6

**SCP:** 31

**Job Family:** People Care

**Job Profile:** PC3/4, plus working conditions

**Directorate:** Children’s Social Services

**Job Ref No:**

**Work Environment:** Children’s Social Care Teams

**Reports to:** Team Manager/ Advanced Practitioner

**Number of Reports:** N/A

Your normal place of work will be at any of the Together for Children Locality Teams, but you may be required to work at any Company recognised workplace.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check.

**Purpose:**

To carry out assessments of Children In Need, Children in Need of Protection and Children Looked After or Leaving Care.

To progress plans in order to achieve best outcomes for the above children and for Looked After Children.

To undertake direct work with children and their families.

To work in accordance with the policies of Together For Children and the Sunderland Safeguarding Board.

**Key Responsibilities:**

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| * To use active listening, observation and communication to build relationships with families, children and young people. |

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| * To understand and analyse the needs of children, young people and families by gathering information by through direct work. * To understand and correctly assess levels of need in order to formulate child based plans with clear measurable outcomes. * To identify and assess complexity and seriousness through investigation and analysis of information within children’s services procedures. |

* To ensure that practice is informed by evidence and theory.
* To understand the roles and accountabilities of other professionals in order to ensure the appropriate services are provided to meet the identified needs.
* To share skills and knowledge to build capacity with other professionals across all agencies to identify gaps in provision.
* To evaluate own practice and identify need for professional support and development.
* To be open to engage in peer support and challenge.

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| * To monitor and review information held on the client database or case files whilst respecting confidentiality guidelines. * To keep appropriate records that describe and support an analysis of the child’s experience, clearly identify the child’s voice and demonstrate any decision making rationale. * To obtain data and monitor cases in line with specified guidelines. * To co-ordinate and liaise with external agencies or bodies on routine issues. |

* To provide advice, guidance and support to clients and colleagues, vulnerable adults and children and their families to support them in making and making choices and in navigating their way through the system.

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| * To report comprehensive and accurate information and observations to line management for their consideration and further instruction. * To prepare and present reports of a statutory and non-statutory nature. * Undertake such other duties and responsibilities commensurate with grading and nature of post   **Statutory requirements** |

Comply with the principles and requirements of the General Data Protection Regulation (GDPR) in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland.

Comply with the principles and requirements of the Freedom in Information Act 2000.

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information.

Use information only for authorised purposes.

The postholder must carry out his or her duties with full regard to Together for Children Equal Opportunities Policy, Code of Conduct and all other policies.

The postholder must comply with Together for Children Health & Safety rules and regulations and with Health & Safety legislation.

**Author**: Catherine Witt

**Date**: February 2019



**Person Specification**

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

**Role Profile reference: PC3/PC4**

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| **Essential Requirements** | |
| **Qualifications:**   * A Social Work qualification (Dip SW, CSS,CQSW, Degree Social Work) or equivalent social work qualification. * Evidence of continuing professional development * HCPC registration to practice. * Enhanced DBS clearance. * Current driving licence and access to a car, or means to mobility support. | Application Form Interview |
| **Experience of :**   * Statutory social work with children and families and/or adults in a statutory and/or third sector setting. * Working across agencies promoting understanding and good practice in relation to adult/children’s safeguarding matters. * Applying principles of child care legislation relating to child protection, looked after children and the provision of services to children in need; * Undertaking child protection investigations; planning and organising workload to meet statutory timescales; * Providing direct professional social work to children and their families; * Managing an allocated caseload; planning and organising workloads; * Working in partnership with service users, carers service providers and other professionals; * Handling problems and difficult situations calmly and sensitively. | Application Form Interview |
| **Knowledge and understanding of:**   * Social care legislation, with current safeguarding policies and procedures; * Children Act 1989 and 2004. | Application Form Interview |
| **Ability to:**   * Organise skills and the ability to work to tight timescales whilst being detail conscious. * Demonstrate effective risk assessment, planning and evaluation skills. * Able to effectively risk manage within children’s service setting. * Experience of working in partnership with service users, carers, service providers and other professionals. * Able to liaise effectively with other agencies and professionals. * Confidence in challenging other professionals appropriately. * Ability to handle problems and difficult situations calmly and sensitively. * Ability to demonstrate excellent interpersonal skills. * Ability to promote the role of social care and safeguarding with key stakeholders * The ability to share information, obtain information and have dialogue with others, either in writing, in person or over the telephone. * Be able to work effectively within a busy team environment, be helpful and co-operative with others ; * Effectively use a PC to write reports/assessments, record information or input data; * Be confident on challenging other professionals appropriately; * Self-motivated, resilient and committed to excellent social work practice; * Take ownership and responsibility arising from own and others’ case work appropriate to the level of the post; * Be willing to lead by example and promote excellence; * Reliable and self-reliant and to seek guidance when appropriate; * Meet the travel requirements of the post; * Work outside of normal working hours to meet the needs of the service. | Application form /Interview/ Assessment Centre |
| Commitment to Equal opportunities | Interview |

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