JOB DESCRIPTION

JOB TITLE	Social Worker – Newly Qualified Social Worker (NQSW)
GRADE	Band H
REPORTING TO	Manager
JD REF	PC0001G

PURPOSE

Working within the Standards of conduct, performance and ethics as described by the Health and Care Professional Council (HCPC), ensure compliance with legal, organisational and multi-agency requirements, carry a caseload and undertake a range of community care and safeguarding assessments deemed to be suitable for a newly qualified social worker, including appropriate management of risk.
On completion of their qualifying programmes newly qualified social workers should be able to demonstrate the knowledge values and skills to work with a range of service user groups and be able to undertake a range of tasks at foundation level.

MAIN DUTIES AND RESPONSIBILITIES

- Provide information and support to enable people, groups and communities to access universal services, commission a range of services designed to minimise risks, and improve the quality of life for individuals, families, carers/carer groups and communities.
- Balance needs and risks with rights and choices, taking account of power differences and promoting positive outcomes for individuals, families and carers.
- Liaise with colleagues in own and other departments and external agencies in order to gather information relevant to assessment and reviewing of care planning activities.
- Accurately record and critically analyse information, following organisational policies and meet organisational responsibilities for safeguarding.
- Work across organisational boundaries and contribute to the work of established and developing multi agency teams, applying your skills knowledge and professional judgement within the council and agency requirements helping to ensure seamless service responses to individuals with multiple needs.

- Undertake social work with families in order to reduce the need for care or accommodation and a range of community care and safeguarding assessments in accordance with relevant statutory requirements, identifying risks, and appropriate support plans.
- Maintain and update case notes and other records, write reports as required.
- Undertake statutory duties relating to safeguarding concerns, alongside a more experienced Social Worker where appropriate.
- When required give evidence in Court in relation to Care Proceedings or other Court related matters.

ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications:

- Social Work qualification e.g. Degree in Social Work; DipSW or equivalent.
- Be registered with the HCPC and able to evidence this.

Knowledge & Skills:

- Able to demonstrate practice which supports the core principles of the College of Social Work and Families and Wellbeing Directorate.
- Knowledge of legislation relevant to the Service Area e.g.

  Children and Families:
  - Children Act 1989, 2004.
  - Children and families Act 2014.
  - Leaving care Act 2000.
  - Carers (Recognition of Services) Act 1995.

  Adults:
  - Mental Health Act 1983 (MHA) and/or the Mental Capacity Act 2005 (MCA).
  - Disability Discrimination Act 1995.
  - Care Act 2014.
- Understanding of confidentiality and data protection requirements.
- Able to communicate verbally and in writing with a range of people including families and professionals.
- Able to demonstrate organisational skills.
- Awareness of current practice issues and challenges facing Social Workers.
- Commitment to anti-discriminatory practice.
- Able to work with individuals, families, carers/carer groups, irrespective of their circumstances and background.
- Must be willing to move across teams according to the needs of the service.

- An understanding of and an ability to deliver excellent customer service and to work in partnership with individuals, families, carers/carer groups, colleagues in the council and partner agencies.

Experience:
- Working with vulnerable individuals and families.

DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications:
- Relevant post-qualifying/vocational training courses.

Knowledge & Skills:
- Expected capabilities will be in line with the College of Social Work PCF for Social Workers Assessed and Supported Year in Employment.
- Demonstrate appropriate IT skills e.g. use of Microsoft Office etc
- Sound assessment and interviewing skills.

Experience:
- Working with carers.
- Arranging support plans and/or packages of care.
- Working in a Local Authority setting.
- Working with partner agencies.

ADDITIONAL INFORMATION

Ability to travel within or outside the Borough.
Exercise emotional intelligence and demonstrate a developing emotional resilience in relation to their job role.
Adult & Disability Services
Able to work five out of seven days a week on a rota basis. This includes weekends and unsocial hours.
Children's and Young Peoples Services
Required to work outside office hours when necessary.

DATE OF APPROVAL: 9/2/2015

APPROVED BY: HEAD OF SERVICE