

# Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

## Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

### Job Details

Job Title:	Social Worker FSP	
Salary Grade:	Salary: £	Grade: 10-12
Hours:	37 hours / week	
Team:	Family Solutions Plus	
Service Area:	Children's Social Care	
Primary Location:	Across county	
Budget responsibility:	None	
Responsible to:	Team Manager / Assistant Team Manager	
Responsible for:		

### Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

To provide professional social work to a caseload of children, young people and families, appropriate to experience and capabilities, ensuring their views are heard.

To ensure the highest of professional standards and good overall knowledge of relevant law, legislation and practice in line with the values and principles of FSP.

To ensure provision of good quality services which integrate government and local guidance and initiatives including, Children Acts 1989 & 2004, Working Together, local Child Protection and Looked After Children procedures, and the DoH Assessment Framework 2000.



## Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- To provide an efficient and effective service to children, young people and their families, ensuring that the needs of the children and their parents/carers are professionally assessed, and that relevant interventions are provided where needed, in a timely way.
- To work with families using the FSP Workbook modules, and a strengths-based approach.
- To prepare and submit written reports as and when required, including child protection conference reports and legal reports for care proceedings.
- To attend conferences, reviews and court as required for each case presenting plans clearly, with professionalism and integrity.
- To ensure the Assistant /Team Manager is kept fully apprised of significant information about allocated families, seeking advice as and when necessary.
- To attend group supervision when required and to ensure that relevant updates are provided before each group supervision session.
- To attend individual supervision when required and engage in continual professional development as recommended by the Assistant/Team Manager
- To use ICT to maintain accurate case records, and to be able to record activity in line with key performance management data.
- To ensure that all case management complies with the statutory requirements and the Council's policies and procedures
- To act as the duty worker for the team on a rotational basis, responding to new referrals
- To undertake child and family assessments for allocated families
- To investigate allegations of harm or neglect under s47 Children Act 1989 when required.
- To practice in line with the Council's procedures and statutory regulation in supporting children who come into the care of the local authority
- To be familiar with and committed to equal opportunities and anti-discriminatory and anti-oppressive practice and the Council Policy and Plan and to implement this in all aspects of working practice and promote it in the team, workplace and wider organisation.
- To proactively liaise with and work in partnership other agencies and organisations, parents and carers.
- To ensure that the child's voice is considered in all casework and included in all assessments and plans.
- To promote the involvement of young service users and families in meetings about them, and where possible, in service development
- Comply with OCC health and safety policies, procedures and rules, taking reasonable care of self and others.



### Criteria for progression to Senior Practitioner post;

Social Workers can progress to the role of Senior Practitioner subject to the following criteria, which is assessed by the Career Progression Panel –

- **Minimum of 3 years post qualifying experience, which must demonstrate relevance to the post. This must include a minimum of 12 months' statutory social work experience and the remainder within an appropriate health or social care role with a recognised provider. (N.B. Any work not undertaken within a statutory agency should be at the level of work expected within statutory social care). Exceptions to this will be considered only where an employee has considerable experience at a comparable level. However, this will be unusual and a clear case for an exception would need to be discussed and agreed with the relevant Tier 3 manager prior to any submission to panel.**
- **Grade 11 level of competence is that expected of experienced social workers, as detailed in the Professional Capabilities Framework and includes the following:**
- **Work independently on complex cases requiring a high degree of analysis and evaluation**
- **Evidence within supervision and appraisal of a high degree of reflective practice within current casework including the application of social work theory**
  - **Chairing of multiagency meetings**
  - **Motivate and develop newly qualified and less experienced social workers**
  - **High quality record keeping and chronologies within appropriate timescales**
  - **Direct experience of complex statutory safeguarding casework and the PLO, including the completion of social work evidence for the family Court.**
- **Provision of a current CPD portfolio that would be submitted to the HCPC if called upon to confirm practice standards.**

### Newly qualified social workers:

The following arrangements apply to social workers in their first year of employment following registration with Social Work England –

- **Case holding - 10% reduction of full caseload**
- **Will attend ASYE Academy in first two weeks of employment**
- **Will undertake Assessed & Supported Year in Employment (ASYE) programme**
- **Will be provided with 1;1 supervision on a fortnightly basis in first three months of employment, and then in accordance with developmental needs**



## Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our corporate values.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and, in the order, listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

### Newly Qualified Social Workers:

It is recognised that you may not have direct experience in all the areas set out in the essential criteria; please demonstrate in your supporting statement how you have an understanding of the areas set out in the essential criteria.

### Essential

- Social Work Qualification and registration with Social Work England, with relevant post qualifying experience.
- Have a knowledge of services relevant to children, young people, families, carers, groups and partner agencies
- Proven track record of safeguarding work with children in need of help and protection.
- Have a knowledge of legislation, guidance, policy and procedures
- Have excellent verbal and written communication skills
- Have a working knowledge of Motivational Interviewing and the cycle of change and their application in social work with children and families
- A commitment to ongoing learning, training and professional development
- Demonstrate professional competence in social work practice by using current knowledge and working within agreed standards of best social work practice and carrying out duties in accordance with the Social work England standards of conduct, performance and ethics:  
<https://www.socialworkengland.org.uk/>
- Commitment to anti-discriminatory and anti-oppressive practice.

### Job related aptitude and skills:

#### Essential

- Able to communicate appropriately and effectively, verbally and in writing with adults, children and other professionals, ensuring language is accessible to all.
- Able to produce timely and high quality written work and comply with directorate recording procedures
- Able to effectively use a range of IT systems (Word, Outlook and Children's Services Case Recording Systems)
- Able to demonstrate good professional analysis, risk assessment and decision making skills
- Ability to chair meetings, including planning meetings
- Understanding of the need for provision of high quality and effective services within the context of efficient use of resources
- Commitment to continuous professional development
- Demonstrable ability to act with high levels of trust and personal accountability
- Promote the values and behaviours of Oxfordshire Council County to ensure everyone is working with a common purpose



- Makes the best use of the contributions in the culture, ethnic origin, gender, sexual orientation, age and abilities of each person
- Adheres to the Social Work England standards of conduct, performance and ethics: <https://www.socialworkengland.org.uk/>

**Personal qualities:**
**Essential**

- A keen interest in supporting children and their families to achieve best outcomes
- Excellent interpersonal skills and the ability to form professional working relationships with children, their families and partners
- Ability to undertake direct work with children using age-appropriate tools where necessary
- Able to support the work of the team, including participating in the duty rota
- Able to motivate people you work with (families and colleagues)
- Able to work collaboratively with partner agencies
- Capacity to work in a busy stressful environment
- Capacity to manage time effectively
- Commitment to working in partnership with parents and carers
- Is flexible and able to use their initiative, whilst accepting the need to work within policies and procedures
- Is open, creative and willing to explore new ways of working

**Special Requirements:**
**Essential**

- Can travel to visit clients and attend meetings over a wide area and at short notice.
- Satisfactory enhanced Disclosure & Barring Service Certificate.

**Equal Opportunities:**
**Essential**

- Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services.

## Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:

<input checked="" type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/> Standard Disclosure and Barring Service check	<input type="checkbox"/> Basic Disclosure
<input type="checkbox"/> Disqualification for Caring for Children (Education)	<input checked="" type="checkbox"/> Overseas Criminal Record Checks
<input type="checkbox"/> Prohibition from Teaching	<input checked="" type="checkbox"/> Professional Registration
<input type="checkbox"/> Non police personnel vetting	<input type="checkbox"/> Disqualification from Caring
<input type="checkbox"/> Other (please specify):	



## Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

### Health & Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	

### Agile Working



All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

