

Job Description and Person Specification



Job Description

Job Title	Newly Qualified Social Worker (0-18 months after qualifying)		
Grade	6		
Service	Childrens Services		
Reports to	Team Manager		
Location	Coventry		
Job Evaluation Code	L3623D	Job Family	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

The purpose of this role is to carry out the statutory duties and responsibilities to safeguard and achieve positive outcomes for children and young people across Coventry. You will provide appropriate assessments and professional social work support, to professionally accepted standards, to service users.

Main Duties & Key Accountabilities

Core Knowledge

- To safeguard and promote the health and well-being of children and young people and support families and carers across Coventry by working with cases appropriate to their experience, skills and knowledge.
- With supervision and support, manage and be professionally accountable for your own practice to children, young people, families, carers, groups, individuals and partner agencies.
- Assess needs thoroughly and to a good standard, analysing risk and developing integrated multi-agency safeguarding plans in line with Working Together 2015.
- Professionally manage and assess risk to children, young people, families, carers, self and others and refer to the Team Manager for direction.
- Plan, review and evaluate the impact of multi-disciplinary plans. For example, individual care plans, children's plans, child protection plans and to co-ordinate the various provisions which form part of such a plan.
- Work with individuals, young people, families, carers to develop and/or maintain independence.
- Including involving individuals, children, young people, families, carers, groups and partner agencies to support them accordingly.
- Maintain an awareness of current legislation, national standards and research relevant to social work and of the appropriate benefits and other services available to children, young people and families/carers.
- Comply with the appropriate legal statutes and departmental policy affecting social work operations. Including the need to respect confidentiality and explain when there is a need to share information with others.
- Maintain documentation and other records of social work activities in accordance with approved policy and procedures.
- Prepare work for formal supervision and contribute to your learning and development under the direction of the Team Manager.
- To comply with Social Work England Code of Practice for Social Workers.
- Any other duties and responsibilities within the range of the salary grade.
- You will report to the Team Manager.

The above duties and responsibilities have been created with sight of the Professional Capability Framework – ASYE Level. Link: <https://www.basw.co.uk/pcf/PCF06ASYELevelCapabilities.pdf>

Key relationships

External	Internal
Health Education Police Probation Housing Other Local Authorities Charities including third sector agencies CAFCASS	All service areas in Childrens Services Human Resources LADO Adults Services

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

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Knowledge			
Knowledge of relevant children's legislation.			
Understanding of the Children's Social Work Knowledge and Skills Statement			
Knowledge of Children's Social Care provision and statutory duties.			
An understanding of the range of service users' and carers' needs.			
Awareness of statutory guidelines and current thinking on good practice.			
Knowledge of assessment and intervention methods, case management and casework methods			
Knowledge of good equal opportunity policy and practice			
Skills and Abilities			
Able to undertake assessment of the needs of service users and their families and carers. Designing, using reports from other agencies, if necessary, implementing and reviewing care plans accordingly, and ensuring these procedures fully involve children, young people and their families and carers.			
Use solution focussed approaches to promote best outcomes for children, young people and their families.			
Skilled in anticipating and responding appropriately to situations of conflict.			
Effective communication skills, i.e. face-to-face, using the telephone, and writing complex letters, reports and records.			
Self-organisation skills, including coping with duty and an allocated workload, prioritising tasks to achieve goals and meet deadlines and seek advice when necessary.			
A commitment to working in an anti-discriminatory and non-judgemental manner.			
Able to follow specific procedures and work within guidelines, using support and supervision appropriately.			
Able to recognise when to use statutory or "professional" authority, and use it sensitively and responsibly, with clarity over the role of the agency.			
Able to work effectively with service users and carers, colleagues and other agencies via negotiation, counselling, giving and receiving information.			
Ability and willingness to undertake further training			
Ability to use appropriate information technology software packages			

Experience
Good verbal and written communication skills – listening, understanding, ability to express self to people from a range of backgrounds and cultures and present facts clearly and logically in verbal and written formats.
Experience of report writing
Skilled in anticipating and responding appropriately to situations of conflict.
Understanding of issues of partnership working and able to work cooperatively with other agencies as part of a multi-disciplinary/multi agency team.
Able to follow specific procedures and work within guidelines, using support and supervision appropriately
Qualifications
Degree/MA in Social Work, Dip SW, or CQSW, or a Social Work England validated equivalent from another country.
Social Work England registered
Special Requirements
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Created	January 2019	Date Reviewed	January 2019
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