



Coventry City Council

## Job Description

<b>Job Title:</b>	Newly Qualified Social Worker (0-18 months after qualifying)	<b>Job Number:</b>	L3623D
<b>Service:</b>	Children's Services	<b>Grade:</b>	6
<b>Location:</b>	Citywide		

### Job Purpose:

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 and Responsibilities:

- 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>

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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

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

**Responsible to:** Team Manager

**Date Reviewed:** January 2019

**Updated:** January 2019



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## Person Specification

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<b>Location:</b>	Citywide		

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Knowledge of relevant children's legislation.</li></ul>
	<ul style="list-style-type: none"><li>• Understanding of the Children's Social Work Knowledge and Skills Statement</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of Children's Social Care provision and statutory duties.</li></ul>
	<ul style="list-style-type: none"><li>• An understanding of the range of service users' and carers' needs.</li></ul>
	<ul style="list-style-type: none"><li>• Awareness of statutory guidelines and current thinking on good practice.</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of assessment and intervention methods, case management and casework methods</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of good equal opportunity policy and practice</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• 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.</li></ul>
	<ul style="list-style-type: none"><li>• Use solution focussed approaches to promote best outcomes for children, young people and their families.</li></ul>
	<ul style="list-style-type: none"><li>• Skilled in anticipating and responding appropriately to situations of conflict.</li></ul>
	<ul style="list-style-type: none"><li>• Effective communication skills, i.e. face-to-face, using the telephone, and writing complex letters, reports and records.</li></ul>
	<ul style="list-style-type: none"><li>• Self-organisation skills, including coping with duty and an allocated workload, prioritising tasks to achieve goals and meet deadlines and seek advice when necessary.</li></ul>
	<ul style="list-style-type: none"><li>• A commitment to working in an anti-discriminatory and non-judgemental manner.</li></ul>
	<ul style="list-style-type: none"><li>• Able to follow specific procedures and work within guidelines, using support and supervision appropriately.</li></ul>
	<ul style="list-style-type: none"><li>• Able to recognise when to use statutory or "professional" authority, and use it sensitively and responsibly, with clarity over the role of the agency.</li></ul>
	<ul style="list-style-type: none"><li>• Able to work effectively with service users and carers, colleagues and other agencies via negotiation, counselling, giving and receiving information.</li></ul>
	<ul style="list-style-type: none"><li>• Ability and willingness to undertake further training</li></ul>



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	<ul style="list-style-type: none"> <li>• Ability to use appropriate information technology software packages</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Experience of report writing</li> <li>• Skilled in anticipating and responding appropriately to situations of conflict.</li> <li>• Understanding of issues of partnership working and able to work co-operatively with other agencies as part of a multi-disciplinary/multi agency team.</li> <li>• Able to follow specific procedures and work within guidelines, using support and supervision appropriately</li> </ul>
<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Degree/MA in Social Work, Dip SW, CSS or CQSW, or a Social Work England validated equivalent from another country.</li> <li>• Registration with Social Work England</li> </ul>
<b>Special Requirements:</b>	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 Reviewed:** January 2019

**Updated:** January 2019