

## Wirral Council: Job Role Descriptor

|                             |   |
|-----------------------------|---|
| <b>Job Role:</b>            | <b>Newly Qualified Social Worker (NQSW)</b> |
| <b>Service:</b>             | <b>Children's Care Services</b>             |
| <b>Reports to:</b>          | <b>Team Manager</b>                         |
| <b>No. of Subordinates:</b> | <b>0</b>                                    |
| <b>HR USE ONLY</b>          |   |
| <b>Job Role Ref:</b>        | <b>PC</b>                                   |
| <b>Job Family:</b>          | <b>People Care</b>                          |
| <b>Grade:</b>               | <b>Band H</b>                               |

### JOB ROLE 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.

### KEY TASKS

1. 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.
2. Balance needs and risks with rights and choices, taking account of power differences and promoting positive outcomes for individuals, families and carers.
3. 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.
4. Accurately record and critically analyse information, following organisational policies and meeting organisational responsibilities for safeguarding.
5. 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.
6. 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.
7. Maintain and update case notes and other records, write reports as required.

8. Undertake statutory duties relating to safeguarding concerns, alongside a more experienced Social Worker where appropriate.
9. When required give evidence in Court in relation to Care Proceedings or other Court related matters.

## **KEY RESPONSIBILITIES**

### **People**

Working with individuals, families, carers/carer groups and communities within organisational and local multi-agencies, enabling them to contribute toward service planning, critically review, clarify and express their needs, evaluate the outcomes of support and safeguarding plans, identify and agree changes and determine responsibilities for implementation.

Communicate effectively with individuals, families, carers and other professionals to negotiate and produce personalised outcome focused assessments that meets assessed need and promote independence and wellbeing.

Create and maintain appropriate relationships with individuals, families, carers, other professionals, groups and communities that promote equality and trust.

Ensure a duty of care and the safeguarding of individuals, families and carers in ways that balance promotion of wellbeing, independence, choice and control with the need to protect people from abuse and neglect.

Under clear supervision investigate allegations of neglect or ill treatment of individuals in cases deemed suitable for allocation to a newly qualified social worker.

Contribute to meetings with team members, individuals, families, carers and other professionals.

### **Financial**

Offer advice and undertake assessments when necessary and relevant on financial support available.

### **Strategic**

There is no strategic responsibility.

### **Resources**

Provide interventions which ensure value for money.

### **Planning and Organising**

Plan, review and organise workload in conjunction with Manager to ensure deadlines are met and appropriate actions taken in a timely manner.

Able to organise and prioritise workload and manage conflicting priorities within their caseload.

Produce and review personalised outcome focussed assessments and plans which promote independence and wellbeing.

### **Decision Making**

Work within agreed policies, procedures and legislation.

Together with an appropriate supervisor work to a range of legal options to support investigation and protection.

Work with more complex situations to be able to work with increased autonomy whilst realising final decisions will rest with their manager. Actively seek appropriate support and supervision.

Escalate complex issues to Manager.

## **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS**

### **Essential Criteria**

#### **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.
- 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.
- Ability to converse with members of the public and provide advice in accurate spoken English.

**Experience:**

- Working with vulnerable individuals and families.

|                           |
|---------------------------|
| <b>Desirable Criteria</b> |
|---------------------------|

**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.

|                                 |
|---------------------------------|
| <b>ADDITIONAL WORK ELEMENTS</b> |
|---------------------------------|

Ability to travel within or outside the Borough.

Exercise emotional intelligence and demonstrate a developing emotional resilience in relation to the job role.

Required to work outside office hours when necessary.

**NOTE:**

**The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.**

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

**Signed Head of Service**

**Date**

Simone White

Deputy Director, Children's Care Services

1<sup>st</sup> December 2017