

MEDWAY COUNCIL - JOB PROFILE

JOB TITLE	Newly Qualified Social Worker
DIRECTORATE	Children and Adults
SERVICE	Children's Services
RESPONSIBLE TO	Team Manager
GRADE	NQSW

MAIN PURPOSE OF JOB

Newly Qualified Social Workers (NQSW) are new to the role of Social Worker and will require additional support to undertake their duties. This support will primarily come from their line manager and the Assessed & Supported Year in Employment (ASYE) programme, training and related policies.

The post holder will adhere to and uphold the codes of conduct set out by Medway Council and Social Work England.

ACCOUNTABILITIES

To undertake the position of Newly Qualified Social Worker with a focus on learning and development to successfully complete the ASYE programme.

To undertake the work required of the Medway ASYE course, including completion of the ASYE portfolio and attending training required.

To contribute to the delivery of a highly effective service for children and families; taking responsibility for working and managing an appropriate caseload commensurate with their ASYE status within a framework of increased supervision.

To work with children and families to support vulnerable service users ensuring the needs of the child remain paramount.

To undertake social work tasks with the primary focus being on keeping the child safe and to support the family/carers in meeting the child's needs.

To assess, plan, implement and evaluate intervention and progress, within the framework of supervision and their ASYE status, to ensure all children are given the opportunity to reach their full potential.

To work to a structured time management practice; submitting reports, assessments, plans and other work within required timescales.

To be competent in all areas of the Knowledge and Skills Statement for Child and Family Social Workers and the Professional Capability Framework.

To work in a manner which appropriately represents the department and Medway council.

KEY CORPORATE ACCOUNTABILITIES

To actively promote work life balance and flexible working in order to achieve high quality service delivery.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work etc Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to Section 17 of the duty of Crime and Disorder Act 1998 to prevent crime and disorder.

At the discretion of the Head of Service, such other activities as may from time to time may be agreed consistent with the nature of the job described above.

ACCOUNTABILITIES TO CHILDREN AND YOUNG PEOPLE

The children and young people of Medway have said the following qualities are really important to them:

- ✓ Be a good listener
- ✓ Be non-judgemental
- ✓ Be consistent and Stable
- ✓ Be contactable
- ✓ Understand me
- ✓ Be honest
- ✓ Be Focused
- ✓ Be realistic
- ✓ Be a good timekeeper
- ✓ Be resourceful in your approach

Be ambitious for young people and promote others to share the same drive.

Champion Children and Young People's views and rights in everything you do.

Ensure Children and Young People's voices are listened to and acted upon.

'Do what you say and say what you do'.

PERSON SPECIFICATION

QUALIFICATIONS	Assessment Method
A recognised professional Social Work Qualification	Application
Registration with Social Work England	Application
EXPERIENCE	
Relevant experience through final placement of working within a Children's focused setting or other relevant prior experience (Desirable)	Application
Experience through final placement of working within the framework of the 1989 Children's Act and other relevant legislation, statutory guidance, Standards and Procedures including preparation of court reports and presenting oral evidence (Desirable)	Application
KNOWLEDGE	
An understanding of the national legislation and statutory requirements, guidance, policies and procedures relevant to safeguarding and protecting children.	Interview
An understanding of the concepts of "Child Protection" and "Safeguarding" and the role of the social worker with regards to each.	Application/Interview
Knowledge and understanding of the Professional Capabilities Framework as it applies to newly qualified social workers.	Application/Interview
Ability to demonstrate awareness of legislation relating to General Data Protection Regulations and Freedom of Information	Application
SKILLS	Assessment Method
The ability to critically analyse information to select, use and review appropriate and timely social work interventions, informed by evidence of their effectiveness.	Interview
Excellent verbal and written communication skills and the ability to adapt these for different audiences as appropriate.	Application/Interview
The ability to effectively apply theoretical frameworks and research evidence to social work practice.	Interview
The ability to identify immediate child protection concerns and take appropriate action in a timely manner, with close supervision.	Interview

The ability to create plans which are SMART	Interview
The ability to plan and prioritise workload within a flexible work environment	Interview
Good ICT skills, including Microsoft Office Word and Excel	Application
OTHER REQUIREMENTS	
Car driver and use of a car for business purposes	Application
Enhanced DBS check	

ORGANISATION

(i) ORGANISATION CHART

See below.

(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED

The post will be managed by the Team's Team Manager in the first instance and the Group Manager in the second. Their work within the ASYE will be managed by their Team Manager and overseen by the ASYE Co-Ordinator.

(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER

The post holder will be supported in their first year to work within defined procedures. The post holder will be able to work independently, using initiative to deal with straightforward situations.

(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

None

(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS

The post holder will establish formal and informal links with partner agencies and colleagues within the council.

FINANCIAL ACCOUNTABILITIES

None; however must have the ability to make recommendations to managers about case issues with financial implications.

WORKING ENVIRONMENT

The post holder will be based in one of Medway Council's establishments. They will be part of a Team comprising six social workers and their manager. They will have a designated seating area, however with 'hotdesking'. They will have opportunities to work away from the office both through having access to "working from home" and mobile working resources. They will spend a considerable part of their role in the community, including in the homes of Service Users – as this is not within the control of the council they will need to ensure they inform their line manager if they hold concerns about their working environment in the community. They will need access to a car which is suitably insured.