

MEDWAY COUNCIL - JOB PROFILE

DESIGNATION	Newly Qualified Social Worker in their Assessed and Supported Year in Employment (NQSW / ASYE)
DEPARTMENT	Adult Social Care
RESPONSIBLE TO	Team Manager
GRADE	NQSW

1. MAIN PURPOSE OF JOB

Newly Qualified Social Workers (NQSW) in their Assessed and Supported Year in Employment (ASYE); are new to the role and will require additional support from their line managers and such other support, as set out in Medway Council's supporting the ASYE Policy statement.

The post holder will adhere to and uphold the codes of conduct set out by Medway Council and Social Work England. To contribute to the delivery of highly effective Adult Services in an efficient manner; taking responsibility for working and managing an appropriate caseload commensurate with their ASYE status within a framework of appropriate supervision.

To work with adults and families/carers to support service users ensuring the needs of the adult remain paramount.

To assess, plan, implement and evaluate safeguarding measures to ensure all adults are given the opportunity to maximise and maintain their independence.

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

To be competent in all areas of the Skills and Competency framework for Newly Qualified Social Workers

2. PERSON SPECIFICATION

Qualifications

Essential

- Social Work England registration.
- Current enhanced DBS disclosure
- A recognised professional Social Work Qualification

- Full driving licence (valid for use in the UK) and access to a car

Experience

Essential

- Relevant experience through final placement within a statutory Adult Services Team or prior experience of working in social care
- Knowledge and experience in the application of relevant legislation, statutory guidance, standards and procedures related to adult social care.
- Knowledge of National Policies and development relating to Adult's Social Care policy areas and the impact on vulnerable adults and their families/carers
- Knowledge and experience in the application of relevant theoretical frameworks, practice models, research findings and the application of psychological and human development theories
- Knowledge and experience as set out in the Skills and Competency Framework for Newly Qualified Social Workers
- Demonstrate the ability to engage effectively with adults and their families and carers
- Demonstrate the ability to develop and sustain effective professional relationships with other professionals and organisations
- Demonstrate the ability to assess the needs of vulnerable adults and their families and carers within an analytical and holistic framework; using appropriate tools to achieve the desired outcome for this group of service users.
- Demonstrate sound professional judgments and be accountable for their actions
- Demonstrate the ability to undertake direct work with adults and their families and carers using a range of evidence-based models
- Demonstrate the ability to communicate to a high standard verbally and in writing, and to produce and present reports of high quality and present complex/sensitive information in an understandable way, to a range of audiences
- Demonstrate the ability to apply statutory requirements and guidance, local procedures and standards as they apply to adult's and their families/carer's
- Demonstrable knowledge of relevant legislation, social care policies, professional practice issues and developments
- Demonstrable ability to analyse and interpret complex information and situations. Ability to develop solutions and plans for the medium term. Adopts an imaginative and innovative approach
- Demonstrable ability to work independently within defined procedures, and work outside of procedures, making decisions without referring to a

supervisor/line manager, where necessary.

- Demonstrable ability to carry out tasks which impact on the wellbeing of people, including assessing needs, implementing care/welfare, implementing regulations, providing guidance on internal procedures and interpreting policies and procedures to meet specific circumstances or problems.
- Demonstrable experience of providing general information, advice and guidance on internal procedures relating to finance
- Demonstrates the ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands

Skills

Essential

- ICT skills to include Microsoft Office Word and Excel
- Ability to plan projects and tasks in a structured way; monitoring progress against plans and can embed these into working practice

Personal Qualities

Essential

- The ability to initiate and develop close working partnerships with statutory, voluntary and private agencies to gather/ share information in order to facilitate decision making for effective service delivery
- The ability to provide information, advice, counselling, support and guidance to service users and carers to enable vulnerable adult's to improve outcomes

3. ORGANISATION

(i) ORGANISATION CHART

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

The post will be managed by the Team Manager

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

There is some degree of independence expected of the post holder.

(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.

EMOTIONAL DEMANDS

Undertakes work which has either:

- (i) occasional contact with, or work for, other people (other than immediate

work colleagues) which, through their personal circumstances or behaviour place significant emotional demands on the jobholder. (Personal circumstances may include being upset or unwell, very frail, at risk of abuse, homeless or disadvantaged in some way): or

(ii) regular day-to-day contact with or work for, other people (other than immediate work colleagues) which, through their personal circumstances or behaviour place emotional demands on the jobholder. (Personal behaviour at this level may include an individual who is upset or unwell).

External Contacts

Vulnerable Adults referred to the service and their families/carers, Hospital Trusts, Mental Health Trusts, GP's, Community Health Services, private and voluntary sector providers, community groups, faith groups, Police, Public Protection Unit.

Internal Contacts

Other Teams/ Sections of Medway Adult Services, Children's Social Care, Housing, Legal Services, Workforce Development and Organisation Change, Partnership Commissioning, Finance, Customer Contact, including Finance Assessment Officers and Community Safety Partnership.

4. FINANCIAL ACCOUNTABILITIES

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

RESPONSIBILITY FOR PHYSICAL RESOURCES

Takes direct responsibility for considerable amounts of computerised information where care, accuracy, confidentiality and security are important.

5. WORKING ENVIRONMENT

The post holder will be based in one of Medway Council's establishments.