

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Social Worker (Unaccompanied Children and Young People's Team)
Salary Grade:	Salary: £31,346 - £37,890 pro-rata per annum – Grade: 10-11
Hours:	22 Hours
Team:	UC&YP
Service Area:	Children services
Primary Location:	Knights Court, Oxford
Budget responsibility:	Contribute to the control of the budget
Responsible to:	UC&YP Team Manager
Responsible for:	N/A

Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

His post requires a social worker to work with children who, after full assessment, are deemed to be an Unaccompanied Asylum Seeking Child, that need permanent care as have no other adult responsible for them. The case holder is responsible in supporting UC&YP to integrate into local areas and adjust to life in the UK. Alongside this the case holder will support children and young people to claim asylum and understand the processes. Part of working with UC&YP is age assessing and you will be required to undertake Merton Compliant age assessments as an assessor where it is deemed necessary

UC&YP arrive into the county in many different ways you will be asked to support all front door work such as attendance to the police station and have a flexible response to work loads. As the case holder you will be required to ensure that services are planned and delivered in a way that maximises participation and reflects children's rights in relation to services being provided; acts on views of children and young people and demonstrate children's rights are reflected in the way that you work with children and young people.

This post holder is responsible for ensuring that all County Safeguarding and Child Protection policies are adhered to and concerns are raised in accordance with these policies



Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake.

1. To be the allocated worker for children we care for, wherever placed, delivering services which are sensitive to the needs of children, young people and families, to the highest professional standards.
2. To encourage and support unaccompanied children and young people to participate in all decision-making processes affecting their lives (according to their age and stage of development).
3. To provide ongoing timely assessments, planning, implementation and reviews for allocated cases, working in partnership with children, young people and families, and partner agencies.
4. To undertake effective analysis and management of risk for allocated children, under the supervision of the team manager.
5. To devise, implement and review care plans and permanency plans according to timescales.
6. Monitor and promote children's health and education needs and any special needs, to ensure these are met and improve life chances.
7. Re-assess children's needs in the light of changes in circumstances, immigration, behaviour, family situation, etc. and undertake direct work with children.
8. To comply with the requirements of relevant legislation, guidance, and practice standards, in accordance with Children's Social Care Policies and Procedures and OSCB Safeguarding Procedures, including statutory visiting and related recording.
9. Work jointly with area social care team colleagues, residential, other colleagues, and foster carers.
10. Conduct child and family assessments, visits, reviews, age assessments etc in a timely manner.
11. To work closely with health, education, the Virtual School and other professionals to ensure all needs are met.
12. To work alongside interpreters and raise any issues where necessary
13. Liaise with colleagues in all teams and facilitate the smooth transition of cases to Leaving Care Personal Advisors
14. Ensure all records and information systems are kept accurate and up to date, including the inputting and updating of the Department's computerized information systems.
15. To keep abreast of current research, immigration legislation and national developments.
16. To take part in the team duty system and undertake other tasks within the team as needed.
17. To attend team meetings, supervisions and training when required.

The nature of this post will require flexibility to meet urgent work needs as they arise. This will inevitably entail some work outside normal office hours.

The job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the Service and in keeping with the general profile of the post.



The nature of the post requires the ability to visit service users and attend meetings across the county and at short notice. Occasionally the post holder will have to travel out of county and this may involve overnight stays.

If you are appointed to this post you will be expected to abide by the Code of Practice for Social Care Workers which will be issued to you. If you wish to have further information prior to your interview, please access the website at www.SocialWorkEngland.org.uk.

Oxfordshire County Council is re-organising office accommodation across the county, and the location of this post may change. The successful applicant for this position will be kept informed by his/her line manager of any proposed change in location

A review of this job description will be carried out as part of the annual appraisal.

Health and Safety

Undertake the health and safety responsibilities and duties defined for your role as set out in annex I (b).

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](#).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria

Assessed By:

<ul style="list-style-type: none"> • Qualified Social Worker (B.A. Hons Degree, DipSW or CQSW) or equivalent • Willingness to undertake post qualifying training in Social Work • Must be registered with the SW ENGLAND 	Supporting documents.
<ul style="list-style-type: none"> • Has worked with UC&YP children and young people (includes in a related field such as a student or volunteer) 	Job application/CV
<ul style="list-style-type: none"> • Able to communicate appropriately and effectively with adults and children, and with other professionals • Able to produce timely and high quality written work - letters, forms, reports etc and follow directorate procedures • Able to produce word processed documents and operate computer information systems • Able to demonstrate good professional analytic, risk assessment and decision-making skills 	Job application/CV; Interview; References.



<ul style="list-style-type: none"> Ability to chair meetings, including planning meetings Understanding of the need for provision of high quality and effective services in the context of efficient use of resources Commitment to continuous personal development Demonstrable ability to act with high levels of trust and personal accountability 	
<ul style="list-style-type: none"> Can work as part of a team Can work in a busy and sometimes stressful environment Is committed to ensuring that a child's welfare is paramount and taking necessary steps to protect children Is committed to working in partnership with foster carers and key workers <p>Is flexible and able to use their own initiative, whilst accepting the need to work within policies and procedures.</p>	Job application/CV; Interview; References.
<ul style="list-style-type: none"> The ability to travel independently to a variety of premises, sometimes at short notice to visit service users and attend meetings. 	Job application/CV; Interview
<ul style="list-style-type: none"> Commitment and an understanding of the principles of equal opportunities for all in employment and the delivery of services. 	Job application/CV; Interview; References.
<ul style="list-style-type: none"> Satisfactory enhanced Disclosure & Barring Service Check 	DBS

Desirable Criteria

Assessed By:

<ul style="list-style-type: none"> Has pursued additional training or personal study of relevant subjects Consolidation Award or Specialist Award holder 	Job application/CV
<ul style="list-style-type: none"> Relevant post-qualifying experience. Has work experience of child protection work. Has experience of working with children who are looked after by the Local Authority. 	Job application/CV; References.
<ul style="list-style-type: none"> Is open, creative and willing to look at new ways of working. 	Job application/CV; Interview.
<ul style="list-style-type: none"> Can offer some flexibility in working hours (for example evening visits when work cannot be completed at another time) Car driver and car owner is desirable due to distances involved at times. 	Job interview.

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)



Additional pre employment checks specific to this role include:

<input checked="" type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/> Standard Disclosure and Barring Service check	<input type="checkbox"/> Basic Disclosure
<input type="checkbox"/> Disqualification for Caring for Children (Education)	<input type="checkbox"/> Overseas Criminal Record Checks
<input type="checkbox"/> Prohibition from Teaching	<input checked="" type="checkbox"/> Professional Registration
<input type="checkbox"/> Non police personnel vetting	<input type="checkbox"/> Disqualification from Caring
<input type="checkbox"/> Other (please specify):	

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health & Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.	
The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).	
<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults



<input type="checkbox"/>	Undertaking repetitive tasks	<input checked="" type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

