

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

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| Job Title: | Social Worker, Children We Care for Team |
| Salary: | £31,346 - £37,890 per annum. |
| Grade: | 10/11 |
| Hours: | 37 hours per week on a temporary basis to provide maternity cover. |
| Team: | Children We Care for Team 1, Oxford City |
| Service Area: | Children's Social Care |
| Primary Location: | Knights Court, 21 Between Towns Road, Oxford, OX43LX |
| Budget responsibility: | None |
| Responsible to: | Team Manager |
| Responsible for: | Support staff as allocated. |
| Political Restricted Post: | No |

Job Purpose

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

To work with children and young people who, after full assessment, are deemed to need permanent care away from their own home, or a significant period of substitute care, whether subject to Care orders or Section 20 of the children act. To work with young people who qualify for a leaving care service.

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

1. To be the allocated worker for children looked after wherever placed. To deliver services which are sensitive to the needs of children, young people and families, to the highest professional standards.
2. To encourage and support children looked after to participate in all decision-making processes affecting their lives (according to their age and stage of development).

3. To provide ongoing timely assessment, planning, implementation and review 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/young people, under the supervision of the team manager.
5. To implement Permanency plans and maintain up to date Care or Pathway Plans.
6. Work jointly with family placement colleagues in family finding and linking for permanency, and placement.
7. Conduct statutory visits, reviews, Court Reports, etc. in relation to Adoption Regulations.
8. Monitor and promote health, education and EET needs and any special needs, to ensure these are met and improve life chances.
9. Re-assess children/young people's needs in the light of changes in circumstances, behavior and family situation, etc. and undertake direct work with children/young people.
10. 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.
11. 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.
12. Liaise with colleagues in all teams and acceptance of cases from Assessment and Family Support teams, according to established protocols.
13. To work closely with residential homes, foster carers and adopters as appropriate.
14. To also work closely with health, education, Virtual School, CAHMS and other professionals to ensure all needs are met.
15. Provide ongoing support to children leaving the looked after system to return home for a limited period, as agreed by protocols, etc.
16. To develop, monitor and review the Pathway Plans to ensure needs are met.
17. To provide and access various information, advice, planning and preparation, and holistic support to meet young people's developing needs, especially in health, housing and post 16 careers.
18. To ensure young people are aware of and receive their financial entitlements.
19. To liaise with other agencies, especially housing and the Connexions service. To coordinate the provision of services and take reasonable steps to ensure that the young person makes use of such services
20. To keep in touch with the young person and take reasonable steps to re-establish contact if this is lost.
21. Keep abreast of current research and national developments.
22. To take part in the team duty system/rota.

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.

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

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).

Each of the criteria listed below will be measured through the application form (A) and optionally - 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: |
|---|---------------------|
| Qualified Social Worker (B.A. Hons Degree, DipSW or CQSW) or equivalent | A, D |
| Willingness to undertake post qualifying training in Social Work , Must be registered with the HCPC | A |
| Has worked with children and families (includes in a related field such as a student or volunteer) | A, I |
| Able to communicate appropriately and effectively with adults and children, and with other professionals | A, I |
| Able to produce timely and high quality written work - letters, forms, reports etc and follow directorate procedures | A, I |
| Able to produce word processed documents and operate computer information systems | A, I |
| Able to demonstrate good professional analytic, risk assessment and decision-making skills | A, I |
| Ability to chair meetings, including planning meetings | A, I |
| Understanding of the need for provision of high quality and effective services in the context of efficient use of resources | A, I |
| Commitment to continuous personal development | A, I |
| Demonstrable ability to act with high levels of trust and personal accountability | A, I |
| Can work as part of a team | A, I |
| Can work in a busy, sometimes stressful environment | A, I |
| Is committed to ensuring that a child's welfare is paramount and to taking necessary steps to protect children | A, I |
| Is committed to working in partnership with parents and carers | A, I |

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| Is flexible and able to use their initiative, whilst accepting the need to work within policies and procedures. | A, I |
| The ability to travel independently to a variety of premises, sometimes at short notice to visit service users and attend meetings. | A, I |
| Satisfactory enhanced Disclosure & Barring Service Check. | A, D |
| Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services. | A, I |
| Desirable Criteria | Assessed By: |
| Has pursued additional training or personal study of relevant subjects | A, I, D |
| Consolidation Award or Specialist Award holder | A |
| Has work experience of child protection work | A, I |
| Relevant post-qualifying experience. | A, I |
| Has work experience of child protection work | A, I |
| Has experience of work with children who are looked after by the Local Authority | A, I |
| Is open, creative and willing to explore new ways of working | A, I |
| Can offer some flexibility in working hours (for example evening visits when work cannot be completed at another time) | A, I |
| Car driver and car owner is desirable due to distances involved at times. | A, I |

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 are identified below (those ticked).

| | | | |
|--------------------------|--|-------------------------------------|---|
| <input type="checkbox"/> | Enhanced Disclosure and Barring Service check with Children's and Adults Barred List | <input checked="" 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 and 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 a council 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 |

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|--------------------------|--|-------------------------------------|---|
| <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.