

# Job Specification

**Job Title:** Newly Qualified Social Worker / Social Worker

**Grade:** Level 1 – G8  
Level 2 – G9

**Job Evaluation Code:**  
PR1312 – Level 1  
PR1313 – Level 2

**Reporting to:**  
Team Manager

**Manager's Grade:** G12

**Location:** Within Wakefield Council Boundaries

**Service Directorate:**  
Children & Young People's Services

**Workstyle:** Flexible

## Overall Purpose of the Post:

To provide a high quality and comprehensive social work service to children and young people, their families and carers in line with the policies and procedures of the Children and Young People's Directorate and within regulatory and statutory guidelines, and Social Work England (SWE) Code of Practice.

To contribute to a wide range of statutory social work activities and carry out professional social work tasks in accordance with recognised social work procedures, Signs of Safety, evidence based practice and professional social work ethics.

To hold and manage a caseload appropriate to grade and length of experience including Children in Need, Child Protection and Looked after Children as allocated by the Team Manager.

To meet the social work needs of children, young people, their families and carers by assessing, arranging, co-ordinating, providing and monitoring plans for children with multi-agency partners to ensure good timely outcomes for children and young people.

Develop effective relationships with children, young people and their families and carers to provide a high quality service which will improve outcomes for the children and young people of Wakefield.

| <b>Requirements of the Post</b>               |   |   |
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|   | <b>Essential</b>  | <b>Desirable</b>  |
| <b>Qualifications/<br/>Training –Level 1</b>  | <p>Appropriate social work professional qualification ( BA or MA in Social Work, Dip in Social Work, or equivalent recognised by the Central Council for Education &amp; Training in Social Work)</p> <p>Registration with Social Work England (SWE)</p> <p>Demonstrate a commitment to continuous professional development</p>   | <p>Research or academic specialism in Children’s Social Work</p>  |
| <b>Qualifications/<br/>Training – Level 2</b> | <p>Successful completion of the ASYE Programme</p> <p>Post qualifying experience and development.</p> <p>Willingness and ability to obtain and/or enhance qualifications and training for development in this role including enabling others</p> <p>Evidence of continuous professional development</p>   | <p>Consolidation in Professional Practice Stage 2</p>   |
| <b>Knowledge – Level 1</b>                    | <p>Knowledge of a range of theories and models for Social Work Interventions with individuals, families, groups and communities</p> <p>Knowledge of appropriate legislation, government guidance and good practice in all aspects of social work appropriate to the needs of children, young people, their families and carers from diverse backgrounds</p> <p>Knowledge of the looked after children system and the child protection process</p> <p>Knowledge of the broad range of factors and influences that impact on service users and families (e.g. drugs, domestic violence, mental health issues, etc.)</p> | <p>Working knowledge of appropriate legislation, in relation to discipline, e.g. Mental Health Act (as amended 2007); CPA; and Mental Health Policy, Children &amp; Young Persons Act, 2008</p> <p>An understanding and commitment to Wakefield’s Equal Opportunities policy.</p> <p>Knowledge of social work practise and application of social work theory in complex cases</p> <p>Awareness of the current changes in Health and Social Care across both Children’s and Adults’ services</p> |

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|                                    | <p>Demonstrate and apply the social work standards required by Social Work England</p> <p>Understanding of the Knowledge and Skills Statement for Social Workers</p> <p>Sound knowledge of child development, attachment theory, anti-discriminatory practice, Assessment Framework, social work theory and methods</p> <p>Knowledge of the roles and responsibilities of the statutory and voluntary agencies.</p> <p>Demonstrate an awareness of the importance of confidentiality and the needs and wishes of individuals, families and carers as appropriate</p> <p>Knowledge and understanding of the Council's vision for the Children and Young People of Wakefield</p> <p>Knowledge of the range of services available to children, young people, their families and carers</p> |   |
| <p><b>Knowledge – Level 2</b></p>  | <p>Detailed knowledge and understanding of the KSS for Social Worker</p> <p>Knowledge and understanding of models of reflective supervision.</p>  |   |
| <p><b>Experience – Level 1</b></p> | <p>Experience of direct work with children, young people and families</p> <p>Experience of working with a range of professional agencies and with voluntary organisations</p> <p>Experience of working in a childcare environment or equivalent work with vulnerable groups.</p> <p>Experience of implementing a child focused approach</p> <p>Experience of advocacy and user</p>  | <p>Experience in a safeguarding setting</p> |

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|   | <p>involvement</p> <p>Experience in applying reflective practice techniques to critically analyse information to inform decision making and planning</p> <p>Experience in collating and presenting information to make and contribute to assessments.</p> <p>Experience in recording, collating evidence and communicating effectively using a range of technology, including Microsoft Office, Internet and E-mail</p> |  |
| <b>Experience – Level 2</b>                             | <p>Post qualification experience of working in a statutory setting</p> <p>Experience of implementing a child focus approach.</p> <p>Experience of using supervision effectively.</p> <p>Experience of developing, implementing and reviewing support plans</p>  | <p>Experience of working as a workplace supervisor supporting student social workers and/or newly qualified social workers</p> |
| <b>Physical Skills – Level 1 &amp; 2</b>                | <p>Keyboarding skills are required to ensure accurate and appropriate information is produced and provided to service users, customers and clients.</p> <p>Ability to communicate and record information in a clear, concise, logical manner.</p> <p>Ability to travel across the Wakefield district as required as part of the role</p>  |  |
| <b>Competencies and other skills required – Level 1</b> | <p>Ability to engage with children, young people and their families and carers effectively</p> <p>Ability to form and develop working relationships within service users, carers and groups.</p>  | <p>Specific skills in family intervention and support</p>  |

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|  | <p>Ability to promote service users full involvement in decision making, where appropriate.</p> <p>Ability to form effective working relationships with other professionals, statutory and voluntary agencies and community resources</p> <p>Ability to take responsibility for personal professional practice and development and to apply the social work process in practice.</p> <p>Ability to make proactive use of supervision to reflect critically on practice and explore different approaches to work and understand the boundaries of professional accountability</p> <p>Ability to undertake work processes within national and local frameworks</p> <p>Ability to transfer fundamental social work skills from one service user group to another.</p> <p>Demonstrate and apply an understanding and commitment to team work together with an individual responsibility to affect outcomes.</p> <p>Demonstrate creativity in tackling and solving problems</p> <p>Commitment to practice in a manner that does not stigmatise or disadvantage individuals, groups or communities.</p> <p>Ability to produce written records and reports to a high standard for a variety of purposes with language suited to function</p> <p>Ability to work independently, plan effectively, manage, prioritise and evaluate work with service users and their families and carers</p> <p>Ability to plan, organise, prioritise and time manage own workload to meet deadlines.</p> |  |
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|  | <p>Psychosocial intervention skills</p> <p>Ability to balance needs of users and carers.</p> <p>Ability to work as a team member and to acknowledge validity of other approaches.</p> <p>Ability to work flexibly and creatively in engaging service users.</p> <p>Awareness of how the role contributes to effective use of council resources.</p> |  |
| <p><b>Competencies and other skills required – Level 2</b></p> | <p>Ability to chair routine or less complex meetings.</p> <p>Ability to support colleagues and students in developing their practice.</p>   |  |

## Key Outcomes/ Activities

### Common to All Levels of Career Grade

- To carry out the role and responsibilities of a key worker for a caseload deemed suitable for allocation to a newly qualified social worker.
- To undertake assessment, planning and reviewing work concerning children in need, children subject to child protection plans and children who are in care using the council's practice model and a child-focused approach in accordance with agreed statutory and service procedures.
- To be responsible for analysing information to support the ongoing needs of children, young people and their families and carers
- To work directly with children and young people to ensure that assessments and interventions are informed by their views
- To maintain and develop effective working relationships with other professionals within the directorate and with partner agencies to ensure integrated, holistic and multidisciplinary approach to the care management and safeguarding of children and young people.
- To work with children and young people, families, carers and communities to help them make informed choices and decisions, enabling them to clarify and express their needs and contribute to service planning.
- To utilise appropriate information and communication technology to ensure the provision of prompt and efficient services and information to service users, partner agencies and other stakeholders and maintain accurate and complete records.
- To be responsible for planning and negotiating a range of appropriate services and

interventions that meet the needs of children and young people within delegated levels of responsibility

- To use high level communication skills including listening, building empathy, consultation and negotiation to ensure positive outcomes for children and young people.
- To provide written and verbal reports which are concise, informative and based on analysis of complex evidence which can be used within the legal context
- Where necessary, work in the court arena with appropriate support to obtain and implement court orders
- Working with relevant agencies, convene meetings, and , where appropriate, chair the meetings
- To accurately maintain and update case notes and other records as appropriate
- To ensure that records are kept in accordance with the policies and procedures of the directorate and other agencies
- To use management information systems, keeping them up to date and able to provide concise and accurate information about circumstances and plans within the requirements of data protection
- To work to the Standards of Proficiency set by Social Work England to maintain registration as a social worker
- To participate in training and development activities that ensures up to date knowledge, skills and continuous professional development
- To contribute to the development of practice and services through participation in team meetings, workshops and consultations
- To ensure compliance with all responsibilities under Health and Safety at Work Legislation
- To actively promote and support Wakefield Council's Equality and Diversity Policy
- To assist senior colleagues in the induction and day-to-day activities of students and new members of staff.
- To fully participate in supervision and appraisals.
- To undertake any other duties and responsibilities appropriate to the grade and purpose of the job as may be determined by the Children & Young People's Service
- To assist in any local or national emergency

#### **Outcomes/Activities for Level 1 of Career Grade**

- With supervision, work with children and young people, families and carers to help them make informed decisions, enabling them to clarify and express their needs and contribute to service planning
- Work to be undertaken with supervision and guidance from the Team Manager and senior

social workers. This may include elements of co-working more challenging casework alongside more experienced workers and with support and guidance outlined in the ASYE Programme.

- To successfully complete the Assessed and Supported Year in Employment Programme
- To work to and within the prescribed Knowledge and Skills for a Children and Family Social Worker

### **Outcomes/Activities for Level 2 of Career Grade**

- To work with children and young people, families and carers to help them make informed decisions, enabling them to clarify and express their needs and contribute to service planning
- Support student social workers as workplace supervisor/Practice Educator Stage 1
- Work to be undertaken with the supervision and guidance of the Team Manager. This may include elements of co-working more challenging/complex casework.
- Promote the right to advocacy to all children and young people on their caseload, and offer information on how to make complaints
- Make young people aware of whom they can contact outside office hours
- To work to and within the prescribed Knowledge and Skills for a Children and Family Social Worker

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

### **Responsibility for Resources**

#### **Employees (Supervision):**

Level 1 - Demonstration of duties, giving advice and guidance to other employees, students or trainees.

Level2 - A Social Worker will be responsible for supporting and supervising social work students

#### **Financial:**

Level 1 & 2- The work may involve occasionally handling cash, processing cheques, invoices or equivalent.

#### **Physical:**

Level 1 & 2 - A Newly Qualified Social Worker & Social Worker must be able to meet the physical and travel/mobility requirements of the posts (with or without reasonable adjustments)

There will be responsibility for:



- Personal possession of others
- Confidential manual and computer information
- Mobile phone

## Customers and Clients:

Level 1 & 2- This post has an impact on people through:

- Personal provision of a service
- Implementing Statutory Regulations
- Meeting regulatory requirements
- Shared responsibility for the development of Policies and Procedures
- Providing advice and guidance

**Internal:** All levels of staff within Children and Young People's Services, Wakefield Council and partner agencies

**External:** Health and Social Care partners, General Practitioners, Police, Education, voluntary agencies and other service providers.

## Working Conditions:

Level 1 & 2 - The postholder may have to deal with verbal abuse, aggression or other anti-social behaviour from members of the public and may be subject to disagreeable, unpleasant or hazardous situations.

Wakefield Council operates a controlled smoking policy and work places may have been designated as non-smoking or have designated smoking areas. Where job specifications require the attendance to service user's homes, we cannot guarantee to protect workers from the effects of passive smoking but all efforts will be made to minimise such exposure, in accordance with Wakefield Council's policy on smoking at work.

## Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

### **The employment checks are required:**

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with Social Work England (SWE)

**The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:**

**Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level**

Date completed: February 2019