

ROLE PROFILE

Job Title	Newly Qualified Social Worker
Barnet Band & scale range	Grade H
Reports to	Team Manager/Deputy Team Manager
Service area	Family Services
No. of staff responsible for	None ; this is an entry level post
Budget responsibility (£)	None

Purpose of Job

- To work within a Resilience framework to provide a comprehensive and effective integrated social work service to respond to the needs of children and their families in a timely manner and within statutory guidelines and statutory obligations of the council.
- To assess need, plan and deliver focused intervention to safeguard children and promote positive outcomes.
- To use evidence based analytical practice to implement and evaluate safeguarding measures to ensure all children are given the opportunity to reach their full potential.
- To contribute to the delivery of highly effective Children Services in an efficient manner; taking responsibility for working and managing a caseload within a framework of appropriate supervision, dependent upon the complexities of the case and the social worker’s experience.
- To work with children and families to support vulnerable service users ensuring the needs of the child remain paramount.
- To work to a structured time management practice; submitting reports, assessments and plans within regulated timescales.
- To co-ordinate, and take a lead role in multi-professional/ agency core groups and other professional meetings.
- To be competent in all areas of the Knowledge and Skills Statements for Child and Family social workers.

Key accountabilities, duties and responsibilities:

Professional Direction and Case Management

1. The job holder will have successfully completed the final year of their social work qualification and be admitted on to Barnet Children Practice Academy's Assessed and Supported Year in Employment (ASYE), which accords the job holder with an agreed protected case load.
2. The job holder may be directed to a particular specialism of recognised social work and will need to develop additional Knowledge and Skills as set out in the KSS for that area of work during the first three months of their ASYE.
3. The job holder will uphold the HCPC Proficiency for Social Workers and maintain an updated portfolio evidence of continuous professional development as set out in the Barnet ASYE approved programme.
4. The job holder will maintain update Professional Registration with the HCPC or any subsequent statutory registration body.
5. The job holder will demonstrate the ability at their NQSW level an understanding of complexity which applies to the role and be able to adequately respond to these in a timely purposeful manner which meets the Nolan Standards. These complexities will include the following which is not an exhaustive list:
 - Multi agency input
 - Complex family /organisational dynamics
 - Serious hostility and conflicts of interest
 - Multiple problems/disadvantages
 - Multiple/significant risk factors
 - Need to take into account the public interest
6. The job holder will ensure that he/she uses supervision efficiently to work within their scope of functioning as a NQSW. This will include the independent reflective supervisions and Action Learning Sets, as set out in the Barnet ASYE programme.
7. The job holder will work directly with children and provide a clear and accurate assessment of a child and his/her family's needs in line with statutory guidance, undertake interviews, observations and gather information from children, families and other agencies as directed by the line manager and under the supervision of the line manager or a senior manager.
8. The job holder will on the basis of assessed needs and risks, devise, implement and review care plans, including the development and management of protection plans within a child protection framework.
9. The job holder will manage a reduced caseload as directed and organise and plan work activities prioritising tasks and responsibilities.
10. The job holder will ensure that statutory responsibilities are undertaken for children including visiting children, arranging reviews, reporting to the court, delivering within timescales and meeting any other national and local performance targets.
11. The job holder will provide written and verbal reports, which are concise, informative and based on analysis of complex evidence.

12. The job holder will provide focused and purposeful social work interventions, within a Resilience framework, with explicit aims and objectives about desired outcomes within the context of managing risk to children.
13. The job holder will work closely with other practitioners to devise written plans and implement clinical interventions with children and their families, in various settings including family homes.
14. The job holder will organise complex information and produce comprehensive, analytic, high quality reports which make cogent arguments based on the evidence.
15. The job holder will present complex information in writing and person in a range of settings, including with families, foster carers, police, courts and colleagues as requested by the line manager.
16. The job holder will establish rapport build and maintain a professional, respectful and honest relationship with children and their families, to develop trust and assist in safeguarding children and promoting positive, purposeful and timely outcomes.
17. The job holder will maintain case records and management information on appropriate systems, ensuring that case files are organised and up to date, with chronologies and eco maps in place.
18. The job holder will work purposefully with other agencies to promote positive outcomes and ensure an integrated approach, which takes account of the views of other professionals.
19. The job holder will apply research knowledge of social work interventions and statutory guidance to inform social work practice.
20. The job holder will deliver services flexibly across different parts Family Services (as dictated by service need) and within homes, schools or community settings where required.
21. The post holder will establish formal and informal links with partner agencies and colleagues within the council

External Contacts

- Mental Health Trusts
- Hospital Trusts
- Designated and named health professionals
- Foster carers
- Prospective adoptive parents
- Schools, Colleges, HEIs
- Residential facilities
- Penal institutions
- CAFCASS
- Probation services
- Barnet Borough Police
- Police Child Abuse Investigation Team
- Courts
- Faith Groups
- Private and voluntary sector providers

Internal Contacts

- Adoption Panel
- Other Teams/ Sections of Barnet Family Services
- Education Panels
- Adult Social Care
- Housing
- Legal Services
- Workforce
- Development and Learning and Development services

Financial Responsibilities

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

Flexibility

- Work with a degree of flexibility required to perform work not specifically referred to above although falling within the scope of the post at the appropriate grade.

Health and Safety

- Ensure safe and efficient delivery of service by achieving high standards of health and safety and reducing risk.

The Council's Commitment to Equality

- Deliver the council's commitment to equality of opportunity both in the provision of services and as an employer. Promote equality in the work place and in the services the council delivers

PERSON SPECIFICATION

Qualifications Required

Type	Level required
Professional qualifications / memberships	Must hold the HCPC Registration
Education	Must have a recognised professional Social Work Qualification – e.g. DipSW, CQSW or equivalent
Other	Must have a satisfactory DBS outcome

Type	Description
Essential Knowledge	Must have demonstrable experience of working as a student social worker within a Statutory Placement and be able to demonstrate transferable skills.
	Must have demonstrable experience as a student 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.
	Must have knowledge and experience in the application of National Policies and development relating to Children's Social Care policy areas and

	the impact on children and their families.
	Knowledge and experience in the application of relevant theoretical frameworks, practice models, research findings and the application of psychological and human development theories.
	Must be able to provide evidence of continuing professional development during their student placements.
	Must have knowledge as set out in the Level Skills and Competency Framework for Social Workers and be able to meet the standards set out in the Children Knowledge and Skills Statements.

Type	Description
Essential Skills	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 children and young people to improve outcomes.
	Demonstrate oral and written communication skills, with an adaptable style and able to use a variety of information and tailor styles to suit different needs.
	Ability to build sound and productive working relationships with colleagues, partners and staff groups; and can engage others in a credible, persuasive way.
	Ability to plan projects and tasks in a structured way, monitoring progress against plans and can embed these into working practice.

Type	Description
Experience	Demonstrate the ability to engage effectively with children and their families.
	Demonstrate the ability to develop and sustain effective professional relationships with other professionals and organisations.
	Demonstrate the ability to assess the needs of children and their families 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 children and their families using a range of evidence based models.

	Demonstrate the ability to apply and effectively use theoretical frameworks and research evidence.
	Demonstrate the ability to communicate to a high standard verbally and in writing, and to produce and present reports of high quality.
	Demonstrate the ability to apply statutory requirements and guidance, local procedures and standards as they apply to children and their families.
	Demonstrable knowledge of Social Services policies, legislation, professional practice issues and developments.
	Able to demonstrate an understanding of how the organisation works and how this fits into the political environment, with a commitment to cross boundary and team working.
	Able to build and develop productive team relationships; setting clear objectives and identifying better ways of working and managing change effectively.
	Ability to act as a role model to promote equality and manage diversity in the workplace and service provision, ensuring everyone has appropriate and fair access to support.
	Ability to understand the Barnet Family Services vision and interpret it to develop practical and achievable work plans.

Technical / Knowledge Requirements

Type	Description
Experience	must be IT competent e.g. ICT skills including Microsoft Office Word and Excel

Behavioural Competencies

Competency	Level
Self management	<ul style="list-style-type: none"> • Ability to motivate, guide and support other staff. • Ability to work effectively to deadlines. • Ability to display initiative to resolve problems.
Time management	<ul style="list-style-type: none"> • Ability to manage own workload and to meet deadlines.
Teamwork	<ul style="list-style-type: none"> • Communicate and influence, working effectively as part of a team and liaising with other areas of the Council.
Project and Change management	<ul style="list-style-type: none"> • Able to make sound and timely decisions based on an analysis of the relevant information and deliver innovative solutions to problems. • Experience of applying performance

	<p>measurement approaches in driving up business efficiency and process quality.</p> <ul style="list-style-type: none"> • Understand the financial impact of process change, control and demand planning.
Political awareness	<ul style="list-style-type: none"> • Ability to work effectively in a political environment and establish positive relationships with councillors, colleagues at all levels within the organisation and with external stakeholders that establishes confidence, credibility and trust.
Influencing & negotiation	<ul style="list-style-type: none"> • Good interpersonal skills and able to challenge, support, influence and engage peers and senior managers. • Ability to influence and challenge effectively, using a range of styles • Able to provide timely advice on resourcing campaigns and selection and assessment methodology.
Performance	<ul style="list-style-type: none"> • Ability to identify, initiate and deliver service improvements. • Able to demonstrate an understanding of how the organisation works, both formally and informally, and how policies impact the organisation and day-to-day work. • Able to deliver the council's commitment to equality of opportunity both in the provision of services and as an employer.
Communication skills	<ul style="list-style-type: none"> • Ability to communicate all aspects of the resourcing process effectively with colleagues and customers at all levels and promote best practise. • Coaching and feedback skills

ADDITIONAL INFORMATION

- Applicants appointed to a newly qualified social work post **will not** automatically transfer on to a social work post. Progression will be subject to Barnet Family Services' ASYE scheme which entails a formal assessment process.
- Progression to a social work post will be subject to the suitable qualified NQSW being successful at the end of the ASYE and being "Endorsed by Barnet" at which time they will be matched to an identified vacant post within the division.
- Job descriptions/role profiles will be accompanied with additional information for some specialist post with Family Services.