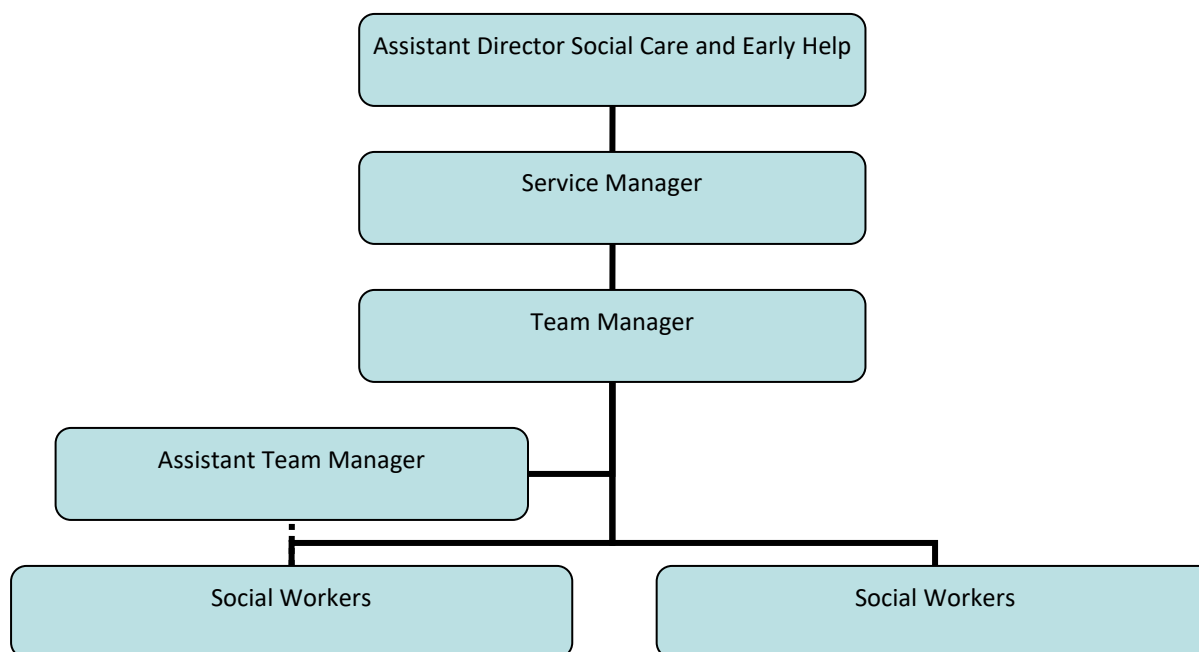
 <b>WOKINGHAM BOROUGH COUNCIL</b>	<b>Job Description</b>		Job Reference
			Various
Job Title	Newly Qualified Social Worker		
Service	Children's Services - Social Care and Early Help	Team	Various
Location	Various		
Reports to	Team Manager (with day-to-day management by Assistant Team Manager as appropriate)		
Grade:	Type of position:	Hours per Week:	
NRS1:  £39,862 plus additional £3k market supplement	Permanent  Full-time	37	
<p>This job description has been designed to indicate the general nature and level of work performed by employees within this post. It is not designed to contain or be interpreted as an inventory of all duties, responsibilities and outputs required of employees assigned to the role.</p>			
<b><u>Service Purpose</u></b>			
<p>Social Care and Early Help</p> <ul style="list-style-type: none"> <li>• Provision of high quality and effective services to children, young people and families</li> <li>• Provision of effective and high quality safeguarding services for children and young people at risk of harm</li> <li>• Delivery of high quality support and challenge to schools, recognising the council's enduring responsibility to promote the best outcomes possible for its children and students</li> <li>• Assurance that the council is effective, ambitious and successful as a Corporate Parent to the children and young people in its care</li> <li>• Development and implementation of effective strategic commissioning for children and adults, working effectively with partners to secure good outcomes</li> <li>• Delivery of effective and efficient services offering good value for money</li> <li>• Discharge of the statutory function of the Director of Children's Services, in conjunction with the Lead Member</li> </ul>			

### **General description of the job**

As part of a service to manage a caseload of children and their families in a given specialism or client group, providing a direct professional service in response to assessed needs, completing assessments, and producing, implementing, monitoring, reviewing and evaluating care plans. As a newly qualified social worker you will join our ASYE programme, this will entail you in your first year having a reduced, protected caseload and have additional opportunities for support.

### **Organisation Chart**



### **Main Accountabilities of the post**

1	Hold key-worker responsibility for a caseload of children and young people who are: <ul style="list-style-type: none"><li>• 'in need' or</li><li>• "looked after" by the council or</li><li>• subject to a child protection plan</li></ul> Commensurate with the post holder's level of knowledge, experience and skill to manage complexity, risk and responsibility.
2	Receive referrals and ensure that appropriate and timely action is taken, in accordance with Wokingham's child protection procedures.
3	Carry out thorough assessments, including section 47 enquiries, within set time scales.
4	Ensure that all information is regularly updated on electronic systems.
5	Ensure that all work carried out is in accordance with the requirements of the performance management structure and guidelines.
6	Ensure the family, child and carer are involved where possible in all decision-making and information sharing, working in a person-centred way (including addressing cultural and communication needs) ensuring choices and aspirations are acknowledged and that a professional and respectful response is given to all service users, colleagues and partnership workers at all times.

7	Participate in appropriate activities and learning to develop own professional expertise. Develop and improve services, maintaining up to date knowledge of statutory and regulatory requirements and good practice.
8	At all times, to promote and safeguard the welfare of children who live or access services in, or who are looked after by Wokingham Borough Council.
<b>Additional Corporate Responsibilities</b>	
1	<b>High Support, High Challenge:</b> To ensure that you bring forward your good ideas, to challenge areas where the council can improve, and to contribute to the council's ongoing success.
2	<b>Health and Safety:</b> Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the council to enable the council to perform or comply with its duties under statutory health and safety provisions.
3	<b>Equal Opportunities:</b> To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.
4	<b>Safeguarding responsibilities</b> At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.
5	<b>Special Factors:</b> Willingness and flexibility to undertake a range of roles across children's social work as part of the job rotation system. Flexibility in working hours including some availability to work outside normal office hours. Able to work with degrees of risk, change and conflict, to identify personal stress levels, and to seek advice and support when necessary, within or outside of formal supervision. Ability to undertake lone working in a range of settings including clients' own homes. Ability to travel to a variety of locations.
<b>Scope</b>	
<b>Resources</b>	Facilities, equipment or systems within overall span of control
<b>DBS Check required</b>	Yes

<b><u>Person</u></b>			
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>How criteria will be assessed</b>
Recognised and current professional Social Work qualification e.g. DipSW, Social Work degree, etc. and registration with Social Work England (SWE), or, If you have not yet qualified, you are due to do so in the summer of 2022, and your current Practice Educator/Placement Report/University agree with this prediction.	E		Application
You have qualified as a social worker within the last 2 years. This is to enable eligibility for the ASYE programme.	E		Application
Full clean driving licence, with use of a car.	E		Application
<b>Technical Skills</b>	<b>Essential</b>	<b>Desirable</b>	
Effective IT skills to make optimum use of available communication media to disseminate information and maintain computer based records.	E		Application
Good interpersonal and communication skills, including face-to-face communication and written work.	E		Application/ Interview/ Exercise
Problem solving skills and ability to deal with sensitive issues, manage conflicting views and expectations and cope with unpredictable issues and behaviour.	E		Application/ Interview
Ability to work alone and unsupervised at times, yet also work effectively as part of a team.	E		Application/ Interview/ References
Critical reflection and analysis.	E		Interview/Exercise
Investigation and assessment skills.	E		Interview/Exercise
Knowledge of, and ability to demonstrate the Social Work values and ethics.	E		Application/ Interview/ Exercise
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	
Good working knowledge of the relevant statutory and regulatory framework and of an appropriate range of professional interventions.	E		Application/ Interview/ References
Critical awareness of current issues and new evidenced-based practice research.		D	Interview/Exercise
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	
Previous experience in a social care, health care or education working environment.	E		Application
Client group experience in a relevant setting.		D	Application
Experience of multi-disciplinary working.		D	Application/ Interview/ Exercise

#### **Special Factors**

1. Flexible working hours including commitments after 5.00 p.m. and some weekends
2. Some situations will require coping with potentially angry and violent individuals.
3. Ability to travel to a variety of locations, due to this you must have a full driver license and use of a vehicle that is insured for business purposes.

4

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

4. Some attendance at evening groups/meetings