

**This document is to be used in conjunction  
with the general role profile**

<b>Directorate</b>	<i>Children's Services</i>
<b>Unit</b>	<i>Children and Families</i>
<b>Job title</b>	<i>Newly Qualified Social Worker</i>
<b>Role Profile Level</b>	<i>PCD4A</i>
<b>Date</b>	<i>February 2012</i>

### Purpose

*To improve outcomes for children and young people in Cumbria by listening to the voice of the child, young person and their family, understanding their need and working together to agree how these needs will be met with the right help and support.*

*To assess, deliver, plan, implement and evaluate services and support to individuals and groups and to improve community capacity and/or service user's wellbeing and /or skills.*

*To work in a team and manage an allocated case load of varying complexity under supervision.*

### Key responsibilities

- To use active listening, observation and communication to build relationships with families, children and young people
- Under support and guidance, gather information to understand, identify and assess complexity and seriousness of need through investigation and analysis of information within children's services procedures
- With support and guidance, liaise with partners and colleagues to assess and understand the impact of need and analyse the information in order to formulate needs led outcomes focused plans for children and families
- Participate in the planning and reviewing of child protection cases and of cases of children in care, where necessary and with support, working with a range of legal options to support investigation and protection
- Keep the necessary records that describe and support an analysis of the child's experience clearly identify the child's voice and demonstrate any decision making rational
- To ensure practice is informed by evidence and theory
- To understand the roles and accountabilities of other professionals in order to ensure the appropriate services are provided to meet the identified needs
- To share skills and knowledge to build capacity with other professionals across all agencies and identify gaps in provision
- To evaluate own practice and identify need for professional support and development
- To be open to engage in peer support and challenge and be able to work as a member of a team

- Conduct work in accordance with social work core values, Children's Services policies and procedures, the Council's core values and corporate standards including anti oppressive practice approaches
- Undertake such other duties and responsibilities commensurate with the grading and nature of the post
- Ensure that the District is at all times pursuing good individual relations and fair personnel, health and safety, equal opportunity and management practices. To take reasonable care of your own health and safety
- Enhance the Council's image within the community by promoting awareness of services and achievements and enable them to participate in informed decision making which contributes to service planning
- To participate in the Assessed and Supported Year in Employment (ASYE) to develop the required skills, knowledge, capability and professional confidence in the first year of employment.

## Resources Responsible for

- Maintaining and updating case notes and other records and using ICS
- Writing reports
- Accept some budget and financial responsibility to ensure services operate within the agreed budget and within corporate policy guidelines and practice

## Job Working Circumstances

### A. Emotional Demands

Dealing with distressing and challenging situations and behaviour of children, families, carers and other service users

Managing difficult and complex information

Attention to service user's circumstances, and mental attention to report writing and interviews

### B. Physical Demands

May be long hours and working outside of core hours

### C. Working Conditions

Regular visits to service user's homes and settings for children and young people

Requires ability to travel around the county to undertake duties

## CUMBRIA COUNTY COUNCIL

### PERSON SPECIFICATION

**Department:** Children's Services  
**Post:** Newly Qualified Social Worker PCD4A

No		ESSENTIAL	DESIRABLE
1.	<b>Qualifications/ Training Competencies</b>	<ul style="list-style-type: none"> <li>• Degree in Social Work</li> <li>• CQSW/CSS/DipSW</li> <li>• HCPC Registration</li> <li>• Evidence of continuing professional development in social care/social work post qualification.</li> </ul>	
2.	<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Some experience in work with children and families, pre/post or during qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in child protection</li> </ul>
3.	<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding and application of theoretical approaches, practices and procedures relevant to practice with children and their families</li> <li>• Some knowledge of Assessment and Case Management Processes and outcome based planning</li> <li>• Some knowledge of relevant legislation</li> <li>• Awareness of departmental and council objectives and initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Children's Services assessment tools</li> </ul>
4.	<b>Skills/Ability</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of multi disciplinary team with internal and external colleagues – sharing and co-ordinating resources</li> <li>• Ability to plan work and meet deadlines</li> <li>• Work directly with vulnerable children</li> <li>• Liaise with external and internal partners on day-to-day service issues.</li> <li>• Clear and concise verbal skills with children and adults</li> <li>• Ability to assess and manage some risk effectively</li> </ul>	
5.	<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>• Professional integrity, reliability and consistency</li> <li>• Explicit use of social work values e.g. ability to work in a non-</li> </ul>	

		<p>discriminatory manner, respecting individual's rights and choices</p> <ul style="list-style-type: none"> <li>• Ability to work under pressure and emotional stress effectively</li> <li>• Good communication skills, ability to produce clear written and verbal reports</li> <li>• Ability to take initiative and work innovatively with children and families within policy and procedures</li> <li>• Ability to plan and prioritise workload and work to deadlines</li> </ul>	
	<p><b>Special Circumstances / Other</b></p>	<ul style="list-style-type: none"> <li>• Ability to undertake extensive travelling in the designated area.</li> <li>• Enhanced CRB Clearance</li> <li>• Flexible working hours</li> </ul>	

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