

## Kent County Council

### Job Description: *Newly Qualified Social Worker*

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| <b>Directorate:</b>    | <b>Children, Young People and Education</b>      |
| <b>Unit/Section:</b>   | <b>Integrated Children's Service</b>             |
| <b>Grade:</b>          | <b>Children's Social Work Career Grade (KR9)</b> |
| <b>Responsible to:</b> | <b>Team Manager</b>                              |

### **Purpose of the Job:**

Manage a Children & Families caseload of various levels of complexity, involving the assessment, planning, implementation and evaluation of appropriate action, contributing to the effective application of resources to safeguard and promote the welfare of children and their families. The postholder should be working in line with the Competency Framework.

The post holder must complete the Consolidation Module within 3 years of qualifying as a Social Worker.

### **Main duties and responsibilities:**

- Manage a Children & Families caseload to include complex and diverse cases, involving assessments, reviews and the preparation of welfare reports and court attendance, to effectively meet the needs of the client group, in line with the competency standards set out in the Competency Framework. The caseload will be managed within the relevant framework of supervision dependent on the complexity of the case and post qualification experience of the post holder but all cases will involve difficult and distressing situations.
- Contribute to and review the development of ongoing initiatives to achieve a more effective use of resources within Children & Families Services.
- Initiate and develop close working partnerships with statutory agencies, voluntary and private sector agencies, carers and those with parental responsibility in order to facilitate effective service delivery.
- Inform advise, counsel and support clients and carers, individually and in group settings, to relieve stress and modify attitudes of behaviour to meet the needs of the client.
- Ensure that information systems, e.g. CAFIS, and client records are effectively maintained to provide up-to-date and accurate information, upon which decisions affecting service delivery can be made.
- Maintain a personal awareness of legislation, departmental and corporate policies and procedures, particularly those relating to Looked After Children, Children in Need and Child Protection, acting in line with these to ensure consistency and a high quality of service delivery across the Directorate.

- Recruit, train, assess and support adoptive parents and foster carers to ensure that there is a suitable range of placements to meet the needs of children within the District and across the County and to facilitate the adoption and fostering process.
- Attend training courses and other development opportunities as agreed with line manager to ensure compliance with Social Work England requirements.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: *Newly Qualified Social Worker*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

|                             | <b>CRITERIA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>QUALIFICATIONS</b>       | Degree in Social Work (Dip HE/Degree or Post Grad) and up to date registration with appropriate professional body                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>EXPERIENCE</b>           | Relevant experience to demonstrate the competencies required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>SKILLS AND ABILITIES</b> | <p>Good interpersonal skills in order to communicate effectively with clients and colleagues, and when working in groups</p> <p>Ability to prioritise and to work effectively on own initiative as well as within a team</p> <p>Good report-writing skills and the ability to communicate clearly in writing</p> <p>Ability to work within a court setting</p> <p>Computer literate</p>                                                                                                                                                                                                                                                                        |
| <b>KNOWLEDGE</b>            | <p>A working knowledge of child development and demonstrate an ability to underpin practice with a theoretical base, including attachment theory and the needs of Looked After Children/Children in Need/children in the Child Protection system</p> <p>A working knowledge of national policies, frameworks and regulations.</p> <p>Working knowledge of Quality Protects and Working Together</p> <p>A working knowledge of County procedures relating to Looked After Children/Children in Need/Child Protection</p> <p>A knowledge of family court proceedings</p> <p>Knowledge of family relationships</p> <p>Good knowledge of assessment frameworks</p> |

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| <b>PERSONAL QUALITIES</b>                          | <p>Emotionally resilient</p> <p>Willingness to attend regular training opportunities</p> <p>Commitment to equal opportunities</p> <p>Discretion</p> <p>Flexibility</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>ADDITIONAL</b>                                  | <p>A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>COMPETENCIES</b>                                | <p>Competencies are set within the Competency Framework for Children's Social Services.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>KENT<br/>VALUES AND<br/>CULTURAL ATTRIBUTES</b> | <p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p> |