

# Role Profile

## Part A - Grade & Structure Information

Job Family Code	8SW	Role Title	Newly Qualfied Social Worker
Grade	PS8SC	Reports to (role title)	Assistant Team Manager
		Directorate	Adult Social Care
JE Band	269-313	Service	Commissioning and Operations
		Team	
		Date Role Profile was created	February 2020

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	To successfully complete an Assessed and Supported Year in Employment whilst providing a professional social work service to adults living in Surrey, their families and carers in line with national legislation and local policy and procedure. Demonstrate an ability to practice at the level required as set out in the Professional Capability Framework (BASW) and Knowledge and Skills Statement (Department of Health) for Social Workers working with Adults.
<b>Work Context</b>	<p>To engage with individuals, carers, families, groups and communities to assess and intervene, and using professional judgement, employ a range of interventions promoting choice, control and independence.</p> <p>The role holder will promote wellbeing, safeguarding adults and managing risk where necessary, to enable individuals, carers and their families to maintain their skills, confidence and independence.</p> <p>Social work staff working in Adult Social Care Services will be based in either a community, hospital or specialist team and will be required to work flexibly, and will be supported to do this with mobile IT equipment and hot desk facilities. Hospital Teams provide social care services 7 days a week 8am to 8pm. The operational hours of other teams are 9am to 5pm Monday to Friday.</p> <p>Surrey has both urban and rural areas and locality based social workers will be expected to have a valid driving licence to drive in the UK and access to a vehicle.</p> <p>Reasonable adjustments will be made for social workers who have a disability to enable them to fulfil the requirements of the job.</p> <p>Professional supervision will be provided.</p>
<b>Line management responsibility</b> if applicable	No line management responsibility, but will have the opportunity to develop supervisory skills and take on a co-ordinating and advisory role with unqualified and less experienced colleagues as required.
<b>Budget responsibility</b> if applicable	No budget responsibility, but may make recommendations for the provision of services in line with the budget determined according to the assessment of needs, and advise less experienced or unqualified colleagues on budget and the cost of services.
<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<p>Casework Management</p> <ul style="list-style-type: none"><li>• Take professional responsibility as directed for managing a caseload which will include individuals, children, families and carers who require support and guidance. Enable them to identify their needs and plan support to meet those needs using the full range of options, seeking advice and support where appropriate.</li><li>• Demonstrate confident and effective judgement about risk and accountability in decision making.</li><li>• Work throughout the year towards taking on a full case load.</li></ul> <p>Assessment and Review</p> <ul style="list-style-type: none"><li>• Use assessment procedures discerningly in response to the presenting needs and to ensure that a proportionate assessment is completed in a way that enables maximum participation.</li><li>• As the year progresses take on more complex work with support from supervision.</li></ul> <p>Advice and Guidance</p> <ul style="list-style-type: none"><li>• Provide information, advice and guidance in line with current national legislation and to recognise the need for, and appropriately signpost to other agencies, services or providers.</li></ul> <p>Safeguarding</p> <ul style="list-style-type: none"><li>• Understand the forms of harm and their impact on people and be able to identify safeguarding concerns.</li><li>• Where relevant and with support undertake assessment and planning for safeguarding.</li></ul> <p>Staff Development</p> <ul style="list-style-type: none"><li>• Share and present professional knowledge and expertise to colleagues within the team.</li><li>• Use Professional reflective supervision to develop skills and knowledge.</li><li>• For newly qualified Social Workers, successfully complete your Assessed And Supported Year In Employment.</li></ul> <p>Data Quality</p> <ul style="list-style-type: none"><li>• Take professional and personal responsibility for clear recording of analysis and judgements, maintaining up to date case work records on the database as required by Surrey County Council.</li><li>• Take responsibility for working within the Directorate's data protection policies.</li></ul> <p>Duties For All</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, safety and welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"><li>• Relevant professional qualification and Health and Care Professions Council registration.</li><li>• Up to date knowledge of relevant national and local policy and statutory guidance and legislation in relation to the provision of social care services.</li><li>• A sound knowledge of social care processes and responsibilities in line with personalisation, self directed support and person centred planning.</li><li>• An understanding of the principles of confidentiality and information governance and how these apply to social care.</li><li>• An understanding of diversity and how it affects practice.</li><li>• Ability to communicate appropriately and in a timely way with individuals, carers families, other professionals and team members which is clear, fluent, concise and jargon free and in a courteous calm and professional manner. This includes both verbal and written communication.</li><li>• Ability to routinely explain professional reasoning, judgements and decisions made and record these in a clear concise way.</li><li>• Ability to write assessment documents, letters, emails and reports in a way that is clear and easily understood by anyone reading them.</li><li>• Ability to co-operate and work well with others, support colleagues both within and outside of the team and contribute to the successful achievement of team goals, sharing information and learning whilst supporting others.</li><li>• Competent in the use of basic IT skills.</li><li>• Competent in the use of basic numeracy skills with the ability to understand and explain basic cost information.</li></ul>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<ul style="list-style-type: none"><li>• Recognised Social Work qualification.</li><li>• Social workers must have, and maintain, current registration with Social Work England and adhere to their standards including for conduct, performance and ethics.</li><li>• Willingness to participate fully in the post qualifying framework, taking responsibility for meeting the ASYE timetable and for providing the assessor with the records of evidence completed at each stage of the programme.</li><li>• Ability and willingness to prepare for, attend and actively participate in supervision. Use supervision sessions constructively to develop learning and to reflect on and evaluate practice. Willing and able to take ownership of their professional development, seeking appropriate levels of support and working in accordance with organisational requirements.</li><li>• Ability to work in a person centred outcome focused way. Ability to understand the forms of harm and their impact on people, and with support, to identify and plan for safeguarding.</li><li>• Be accountable for every aspect of work performance to their Team Manager/professional supervisor. Notify the Team Manager, supervisor and ASYE assessor of any issues or concerns about any aspect of their work or wellbeing.</li></ul>
<b>Role Summary</b>	Roles at this level under clear supervision, provide a professional social work, or occupational therapy service to individuals, children, families and carers living in Surrey in line with the requirements of current, relevant, national legislation and local policies and procedures. They engage with individuals, children, families, groups and communities to assess and intervene and using professional judgement employ a range of interventions promoting choice, control and independence.

## To be completed by JE Coordinator

Reference Number	BM-2020-107
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