



## **NEWLY QUALIFIED/EARLY PROFESSIONAL SOCIAL WORKER JOB PROFILE- Assessed and Supported Year in Employment (ASYE)**

<b>Job Title:</b>	<b>Newly Qualified/Early Professional Social Worker</b>
<b>Accountable to:</b>	Service Manager
<b>Responsible for:</b>	N/A
<b>Key Working Relationships:</b>	Cafcass Staff, Judiciary and Court Services, Solicitors, Local Authorities, Third Sector, Voluntary and other related professional and partnership agencies.
<b>Role Requirements:</b>	(See attached Person Specification)
<b>Terms of Employment</b>	
<b>Band:</b>	Band 5
<b>London Weighting:</b>	Added at the current rate for staff with a permanent office base in London (Bloomsbury or Croydon offices)
<b>Superannuation:</b>	The pension scheme used by Cafcass is the West Yorkshire Pension Fund (a Local Government Pension Scheme). This is also our auto enrolment scheme. Contribution rates are based on a tiered system.
<b>Annual Leave:</b>	28 days rising to 33 days after 5 years reckonable service, inclusive of 3 privilege days to be taken between Christmas and New Year plus any of the bank/public holidays.
<b>Career Pathway:</b>	Working under the guidance and direction of the Service Manager, Practice Supervisor and with the support of the Practice Learning and Professional Development Manager, the role will be fully integrated into the practice team to enable the development of core skills and experience to that of a Family Court Advisor (FCA) through a clearly defined Career Pathway. The progression through the Career Pathway will be directly linked to the achievement of key deliverables of a three year career development plan and specific learning outcomes.

## **JOB SUMMARY:**

To safeguard and promote the best interests of children within the family courts, by working directly with children and families across all areas of Cafcass frontline service provision. Working in accordance with Cafcass performance management framework, policies and practice guidelines, you will gain the experience, skills and knowledge required to progress to the role of Family Court Advisor.

## **MAIN DUTIES AND RESPONSIBILITIES:**

**Service to Children and Families which promotes and safeguards the well-being and interests of the child.**

1. To hold allocated cases commensurate with their level of development.
2. Work with the Early Intervention and Work to First Hearing teams.
  - a. To collect, accurately record and critically analyse all relevant information and take appropriate actions to fulfil statutory responsibilities to promote and safeguard the well-being and interests of the child.
  - b. To ensure all incidents of risks, or significant harm, are dealt with in accordance with the relevant Local Safeguarding Children's Board (LSCB) procedures and Cafcass' policies and procedures.
3. Assessment.
  - a. To ensure that the well-being and safety of the child is paramount through analysing all necessary information to complete assessments that comply with statutory and Cafcass' requirements.
4. Case Planning.
  - a. To provide robust case plans that safeguards and promotes the best interests of the child involved in Family Proceedings.
5. Case Review and Monitoring.
  - a. To continually review and monitor cases to ensure that advice and written analysis promotes and safeguards the well-being of the child.
6. Meeting with children, young people, families, carers and professional bodies to develop plans; which meet the child's needs, wishes and feelings demonstrating:
  - a. A pro-active and planned approach.
  - b. Pro-active and timely appropriate meeting arrangements.
7. Case Recording and Report Writing.
  - a. To accurately record, report and communicate using accurate, up-to-date evidence based information in accordance with statutory and organisational requirements.

8. Communication
  - a. Adopting an appropriate manner and style in accordance with the service users needs, including ensuring that wishes and feelings of the child are taken into account in the assessment of their needs.
  - b. Reporting to the Court in writing and through oral evidence.
  - c. Facilitate service users' involvement and feedback using a range of quality assurance methods.
9. Building and Maintaining Relationships with Service Users.
  - a. Meeting the diverse needs of Cafcass Service Users including ensuring that the wishes and feelings of the child are appropriately taken into account.
  - b. To assist parents and other relevant parties in dispute to co-operate in the child's best interests.
10. Building and Maintaining effective Stakeholder / Multi Agency Working to promote and safeguard the well-being and interests of the child.
  - a. Ensure that the appropriate services and partnership arrangements are delivering the best outcomes for children and families.

### **Service to the Courts**

11. To prepare and present reports to the Court on the assessment of the needs, wishes and feelings and best interest of the child, and to provide oral or written evidence as required.
12. To administer orders made by the Family Court as required and conduct the necessary enquires in accordance with relevant legislation and Court Rules.
13. To provide professional Social Work advice and assist the Court to achieve the best possible outcomes for the child and a timely conclusion to proceedings.

### **Case Management**

14. To be accountable to the Service Manager for the management of work schedules, record keeping and other administrative requirements.
15. To manage cases in accordance with the Cafcass Service Principles & Standards and related policies and procedures.
16. To keep up to date with changes to legislation, Court Rules, policies, procedures and best practice developments.
17. To establish skills, knowledge and experience to enhance working practices in accordance with the College of Social Work ASYE Year 1 programme, Professional Capability Framework and HCPC Standards of Proficiency.

18. To provide management information on workloads, case management and practice performance to contribute to Cafcass service delivery objectives.

## **General**

19. Professional development and accountability.

- a. To enhance skills, knowledge and experience through progression of Cafcass' Career Pathway.
- b. To develop a self-reflective working ethos to compliment the Career Pathway to improve social work skills and knowledge.
- c. At all times to comply with HCPC Standards of Proficiency and Cafcass' policies and procedures, and acting in accordance with relevant legislation and national directives.

20. To work as a team member and contribute to the overall effectiveness of the Cafcass service.

21. To participate in regular individual meetings with the Practice Supervisor/ Specialist Practice Educator and Service Manager (or delegated line manager) for the management of performance.

22. To contribute to the wider planning of Cafcass as required.

23. To ensure that practice and engagement with others is free from discrimination and adheres to equality legislation and Cafcass' policies.

24. To be seen to act as an effective representative for Cafcass and to act at all times in a professional manner conducive to promoting a positive Cafcass image.

25. To manage caseloads alongside training requirements.

*This job profile is not a definitive list of responsibilities but identifies the key components of the role. The specific objectives of the post holder will be subject to review as part of the individual performance review process.*



## NEWLY QUALIFIED/EARLY PROFESSIONAL SOCIAL WORKER PERSON SPECIFICATION

<p><b>Qualifications</b></p> <p>Degree in Social Work (or HCPC recognised equivalent).at 2:1 or above, gained in the year of application or the previous year.</p> <p>Registered with the HCPC</p>
<p><b>Experience</b></p> <p>Pre-training experience or working with children and families in a statutory or voluntary setting.</p>
<p><b>Skills Areas (to be fully evidenced during NQSW 3 year pathway)</b></p>
<p><b>1. Exercising statutory authority to safeguard the best interests of children</b></p> <p><b>Skills to be demonstrated:</b></p> <ul style="list-style-type: none"> <li>• Understands and applies the statutory framework for working with children and families.</li> <li>• Effective representation of children within the family justice system.</li> <li>• Focussed on achieving safe outcomes.</li> <li>• High standards of oral and written communication including case recording and reporting.</li> <li>• Negotiation skills and an ability to work with conflict.</li> <li>• Understanding the role of statutory and voluntary agencies involved in working with children and families.</li> <li>• Joint working with a range of professionals and agencies.</li> <li>• Ability to act as representative for Cafcass and its services.</li> </ul>
<p><b>2. Assessing different levels of needs and risk including child protection</b></p> <p><b>Skills to be demonstrated:</b></p> <ul style="list-style-type: none"> <li>• Able to use tools and models for risk assessment.</li> <li>• Able to gather record and analyse a range of complex information using relevant frameworks.</li> <li>• Clear understanding of child development and the factors that contribute to positive outcomes.</li> <li>• Able to demonstrate evidence based practice.</li> <li>• Undertakes effective casework planning within timescales.</li> <li>• Integrates diversity and equal opportunities into practice.</li> </ul>
<p><b>3. Direct Engagement with Children &amp; Families</b></p> <p><b>Skills to be demonstrated:</b></p> <ul style="list-style-type: none"> <li>• Social work practice and methods with emphasis on direct work with children, young people</li> </ul>

and their families.

- Knowledge of issues that affect children and young people and their families.
- Understands and responds to differing needs of children and adults.
- Able to engage and communicate effectively with children and adults from diverse backgrounds.

#### **4. Workload management and use of various IT systems to monitor and record information**

**Skills to be demonstrated:**

- Planning and completion of work to agreed standards
- Competent and confident use of a range of IT and electronic systems
- Able to plan and organise work using a variety of IT tools
- Able to use IT systems to undertake case planning and to monitor and record information
- Professional flexibility and openness to challenge and learning.