

**Northumberland County  
Council JOB DESCRIPTION**

<b>Post Title:</b> Social Work Degree Apprentice	<b>Service:</b> Children's Services		<b>Office Use</b>
<b>Band: 5</b>	<b>Workplace: Based in Community</b>		<b>JE ref: 4119</b>
<b>Responsible to: Team Manager</b>	<b>Date: April 2022</b>	<b>Manager Level - Lead and Man Induction</b>	

**Job Purpose:** To acquire the skills, experience, and knowledge required to be a Social Worker through work-based learning, guidance and support from a line manager, and completion of a level 6 Social Work qualification.

To provide social care interventions with a client group within specific teams, where a diverse range and complexity of issues are presented, seeking guidance when required and formal supervision from line manager, in line with departmental policy.

<b>Resources</b>		
	Staff	None
	Finance	Preparing and compiling information for budget approvals
	Physical	Identifying appropriate resources in community setting
	Clients	Compliance with council policies and procedures.

**Duties and Key result areas:**

1. To support your line manager with a range of assessments with adults or children and families
2. To support the undertaking and recording of a range of assessments of need and risks for adults or children and families under the supervision of your line manager.
3. To support the recording of reviews of support plans under the supervision of your line manager.
4. To ensure written records of work carried out are maintained according to statutory and professional guidelines.
5. To support with casework, under the supervision and advice from your line manager
6. To manage and plan such work in an effective way as to allow the required monitoring and review of support and services delivered.
7. To establish and maintain appropriate working relationships with children and young people, individual service users, groups, families and the staff of other agencies.
8. To use information technology as appropriate.
9. To attend a local University as required by the relevant programme.
10. To complete academic and other work as and when required by the university to meet the necessary standards.

11. To maintain regular contact with the line manager and specifically to report academic performance as it occurs.
12. Ensure all mandatory training relating to the Council's Learning Together scheme is undertaken in line with required timescales.
13. Undertake any other duties and responsibilities consistent with the nature, level and grade of the post.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Transport requirements: Working patterns	Must have a current driving license and access to a car  May be required to travel specific distances to support individuals
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**Northumberland County Council**

**PERSON SPECIFICATION**

Post Title: BA Social Work Degree Apprentice		Service: Adult/Children Services		Ref: 4119
Essential		Desirable		Assess by
Qualifications and Knowledge				
120 UCAS points for entry to the BA Social Work Degree Maths GCSE Grade C (or equivalent) English GCSE Grade C (or equivalent)		Knowledge of relevant health and social care legislation Knowledge of Safeguarding processes An understanding of Local authorities statutory responsibilities		
Experience				
Any previous relevant experience,(voluntary or paid) preferably in a social care setting		Working with safeguarding concerns  Working with multi-disciplinary teams  Working with risk		
Skills and competencies				
Effective written, verbal and interpersonal communication skills.  Ability to form positive relationships with children, young people, service users and families  Ability to communicate effectively as a member of a team  Good IT skills and able to effectively use ITC  Good analytical /reasoning and planning skills  Ability to present a professional demeanour as a representative of the Council.  Able to work independently where appropriate.				
Physical, mental, emotional, and environmental demands				
This post will require individuals to be responsive, flexible, assertive and caring  To be able to cope with a range of physical conditions  To respond to and deal with crisis situations when supporting individuals in need of support				

To have the ability to manage a range of emotional stress.

### **Motivation**

A commitment to improving the well being of adult service users and carers, and acknowledging their role and expertise.

A commitment to acknowledging and representing the voice of the child in all aspects of work

Dependable, reliable and keeps good time.

Models and encourages high standards of honesty, integrity, openness, and respect for others.

Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued.

Proactive and self-motivated with a focus on achieving goals.

### **Other**

Able to meet the transport requirements of the post

Able to obtain Enhanced DBS clearance

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others  
e.g. case studies/visits