



## JOB DESCRIPTION

**JOB TITLE:** Experienced Social Worker

**DIRECTORATE:** Adult Services

**SECTION:** Adult Social Care

**GRADE:** BBCU11

**DATE PREPARED:** January 2015

**REPORTS TO:** Line Manager

### JOB PURPOSE:

1. To carry a complex workload reflecting high levels of risk, uncertainty and challenge, in line with the capability of an experienced Social Worker with a minimum of two years post qualification experience in social work role. To have responsibility for mentoring and supporting practice development of less experienced Social Workers. Regular supervision will be in accordance with departmental supervision policy.
2. To work within relevant current legislation and the procedural framework of Bedford Borough Council.
3. To work collaboratively with service users to assess their needs, identify options for meeting those needs, negotiate and review appropriate care within the Department's priorities in line with the principles of personalisation, empowering service users have control over their lives. To promote autonomy and development with vulnerable adults who have complex social care needs due to disability, exclusion, or diminished capacity and to work with them and their carers, liaise with service providers from within the Department or other agencies, as necessary.
4. To model best practice in a manner which is consistent with the overall vision and aims of the service.

### MAIN ACCOUNTABILITIES:

1. To work within the values of the Department as expressed within the Care Act and 'Putting People First', promoting autonomy, independence, choice and wellbeing.
2. To take overall responsibility and work with autonomy for a complex allocated caseload, practicing and communicating skillfully and effectively whilst exercising professional judgments in complex or ambiguous situations arising; including risk, uncertainty and challenge in partnership with service users promoting participation in decision making.
3. To work with individuals facing complex social and family crisis, undertaking a range of high quality assessments, reassessments and reviews (undertaking Mental Capacity Act Assessments and following Best Interests procedures as appropriate).

4. To work in collaboration with service users to assess their needs in accordance with statutory and operational standards, policy and procedures. Produce a statement of identified needs, agreed with or shared with users and to identify in collaboration with service users a range of options available to meet needs identified in line with the principles of personalisation.
5. To anticipate assess and manage risks and undertake safeguarding enquiries/ investigations as stipulated within the Borough Council's Multi- Agency policy and procedures.
6. To plan, implement and review make decisions about the range of options to be offered to the service user and to carry out necessary tasks to implement agreed planned actions with them.
7. To manage a complex workload independently establishing a network of internal and external colleagues from whom to seek advice and expertise. To act as the named person for the service user to contact within the Department.
8. To be responsible for coordinating an agreed care plan and, where appropriate, to implement and evaluate agreed action, including direct work with some users.
9. To work in collaboration with staff from other agencies, such as Health, Education, Police, as well as service providers from within the Department or from the Private or Voluntary Sector.
10. To maintain appropriate and timely records on work undertaken in accordance with the Departmental policy and to adhere to confidentiality and Data Protection. To produce succinct, well-structured records and reports, clearly recording and reporting analysis and judgments.
11. To prepare for and attend case conferences and meetings as requested and produce reports as necessary.
12. To undertake work on Duty or Point of First Contact with users providing direct advice and assistance as required.
13. To be responsible for monitoring, on an ongoing basis, the delivery of the service to users.
14. To work as a member of a multi-agency team where required, undertaking duties agreed with the Line Manager/ Team Manager.
15. To attend training courses and staff development activities and take responsibility for continued professional development ( CPD) and to assist with the induction of new staff as requested. To meet the requirements of the Professional Capabilities Framework, Experienced Social Worker level, and registration of Social Work England in respect of practice standards, conduct and professional development
16. Where necessary, and subject to the appropriate accreditations, to act as an approved or transitionally approved Social Worker under the Mental Health Act 1983, and any statutory enactment extending or amending it. When transitionally approved, to undertake training in order to achieve Approved Social Work Status. To undertake, where necessary Best Interest Assessor Training reflecting the practice required under the Mental Health Act 2007, of the Deprivation of Liberty Safeguards within the Mental Capacity Act 2005.

17. To institute and defend proceedings under the Local Government Act 1972, and to appear and make application on behalf of the Council before magistrates courts in connection with the Social Services functions.
18. To contribute to the planning, delivery and evaluation of services and to make proactive use of supervision to support effective practice, reflection, career development and to meet the objectives of Professional Development Reviews.
19. To be responsible for carrying out, and compliance with Health and Safety policies and procedures, as it applies to self, other staff and users.
20. To play an active role in practice development, offer advice and be consulted within a specialist service area, including modelling good practice and setting expectations for others, assisting the learning and development of other less experienced social work practitioners and to provide professional leadership and opinion within multi-disciplinary contexts.
21. To ensure the requirements of the Complaints Procedure are complied with and, if require, respond to complaints.
22. To carry out duties in accordance with Council any Departmental policies and procedures.
23. To act in accordance with and be aware of and carry out statutory obligations, equality duties, and anti-discriminatory practice, challenging and reporting areas of poor practice through line management.
24. To undertake any other duties of a similar level and responsibility as may be required from time to time.

#### **DECISIONS MADE:**

To follow all policy and procedures as an experienced Social Worker following the principles of the Care Act and other key areas of legislation on a daily basis.

To use professional judgement as to when to seek the advice of more experienced line managers in case management within or outside of professional supervision.

Mentoring and advising new / less experienced staff members/ Social Workers and deciding when to pass matters through line management communications.

Deciding when to escalate the Need to Know Procedure to line managers as and when required in high risk / cases.

#### **CONTACTS:**

Service users and Carers, general public

Line management structure contact

Contact with a range of other key agencies- Police, Health, provider services,

Other Council departments

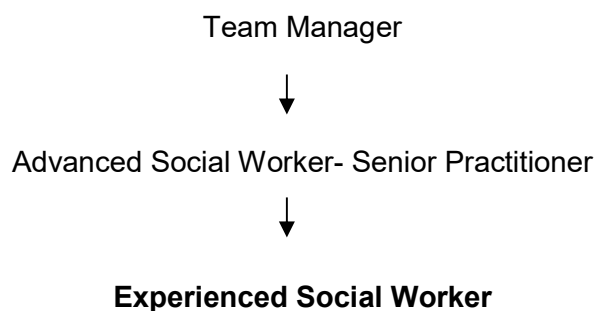
**RESOURCE CONTROLLED:***(staff managed, budget controlled or budget impacted)*

Preparing applications for validation panel based and working with service users/ carers on their indicative budget in line with self - directed support/ appropriate banding tools and authorisations in particular service area.

To determine levels of risk in complex situations such as safeguarding, deciding in consultation with others any immediate actions to protect self/ service users/ carers / others.

To evaluate viable possible grant funding streams where appropriate to be in a position to signpost service users to community and other universal services.

**ORGANISATION CHART:**





## SELECTION CRITERIA

The Selection Criteria for the post should include **qualifications, relevant experience, skills/abilities and styles/behaviours** essential to perform the post

Criterion	
<b>A</b>	Relevant professional qualification (Degree in social work or equivalent) and current Social Work England registration.
<b>B</b>	<p>A minimum of two years post qualifying experience as a Social Worker in Adult Social Care/ equivalent.</p> <p>If qualified since 2010 successful completion of Assessed and Supported Year in Employment or <u>equivalent</u> proven practice and successful probationary period.</p> <p>Evidence of learning, through Continuing Professional Development and its application to practice/ and or mentoring. Knowledge and increasing understanding of the values and principles underpinning working with vulnerable adults and their carers within the community setting, and the application of the Professional Capabilities Framework as it applies to experienced Social Worker level .</p> <p>Qualified Practice Educator or willingness to undertake training.</p> <p>Best Interest Assessor or willingness to undertake training.</p>
<b>C</b>	Demonstrates sound knowledge of current legislation, policy and procedures and frameworks; Safeguarding of Vulnerable Adults, Continuing Healthcare, Mental Capacity Act and Deprivation of Liberty Safeguards, Government initiatives and best practice and knowledge and scope of where professional judgement exists.
<b>D</b>	Ability to work alone and as part of a team, using own initiative and ability to be flexible.
<b>E</b>	Ability to manage & effectively prioritise an increasing complexity caseload, work with integrity and professionalism, working under pressure and to meet deadlines.
<b>F</b>	Effective communication skills (verbal & written), to adapt as appropriate to a range of audiences, including vulnerable service users, carers, and professional colleagues, and ability to write clear concise reports.
<b>G</b>	Understanding of national & local priorities/initiatives and their impact on service provision. Ability to lead practice and promote a learning culture.
<b>H</b>	To be able to respond appropriately to emergency situations.
<b>I</b>	Ability to be self motivated, with good personal organisational and time management skills.
<b>J</b>	Computer literate, with knowledge of Word, Excel and Outlook and ability to use electronic business support processes for maintaining case recording and diary management.
<b>K</b>	Car owner & current driving licence, ability to travel to sites around the Borough. Other areas efficiently.

<b>DBS Required</b> (please indicate the legal reason for DBS – if in doubt discuss with HR)	<input type="checkbox"/> Not applicable for this post <input checked="" type="checkbox"/> Direct supervised or unsupervised contact with children or vulnerable adults <input type="checkbox"/> Working within Fostering & Adoption Service (Any post) <input type="checkbox"/> In a position of authority/trust (Senior Management) <input type="checkbox"/> Other eg: auditors, solicitors
<b>GCSX/PSN User</b>	<input checked="" type="checkbox"/> Yes – criminal records check for unspent convictions required <input type="checkbox"/> No
<b>Work Related Travel</b> (please indicate as appropriate)	<input type="checkbox"/> Not required <input checked="" type="checkbox"/> Ability to travel around the Borough and beyond <input checked="" type="checkbox"/> Provide car for business use (Designated User)
<b>Health &amp; Safety Risk Assessment</b> (please indicate which are applicable)	<input type="checkbox"/> Manual Handling activities <input checked="" type="checkbox"/> Regular exposure to mental pressures and demands <input checked="" type="checkbox"/> Visual Display Equipment – regular use <input type="checkbox"/> Exposure to substances hazard to health <input type="checkbox"/> Exposure to infection <input checked="" type="checkbox"/> Risk of verbal abuse <input checked="" type="checkbox"/> Risk of physical assault <input type="checkbox"/> Working alone <input type="checkbox"/> Adverse environmental conditions <input type="checkbox"/> Use of dangerous machinery <input type="checkbox"/> Driving PSV/HGV vehicles