



JOB DESCRIPTION

JOB TITLE: Social Worker

DIRECTORATE: Adult Services

SECTION/DIVISION: Adult Social Care

GRADE: BBCU 10

DATE PREPARED: January 2015

REPORTS TO: Line Manager

JOB PURPOSE:

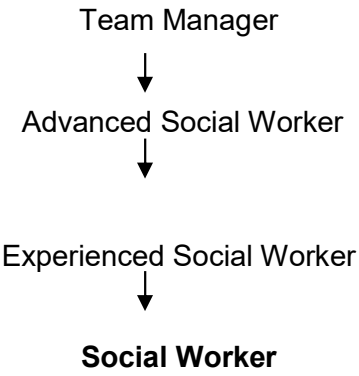
1. To carry a workload reflecting increasing complexity, risk, uncertainty and challenge in line with the capability of a Social Worker with a minimum of one year's post qualification experience in a social work role. Regular supervision will be in accordance with the departmental supervision policy.
2. To work with relevant current legislation and procedural framework in collaboration with service users in a specified service area, 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 and to ensure that care and support is person centred and as far as possible to empower 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.

MAIN DUTIES AND RESPONSIBILITIES:

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 manage a workload independently, seeking support and suggesting solutions for workload difficulties, exercising higher judgments and a degree of autonomy in situations of complexity, risk, uncertainty and challenge, reflecting on first year in practice anticipating issues which may develop.
3. To accept responsibility and work with individuals facing complex social and family crisis, undertake a range of assessments and safeguarding enquiries relating to vulnerable adults; making recommendations and decisions in carrying out actions relating to the liberty or safety of users, following best interest decisions, and where necessary in emergency situations, using the experience of line management and other experienced level social work practitioners.
4. To work in collaboration with service users to assess their needs and produce a statement of identified needs, agreed with or shared with users.
5. To identify with service users a range of options available to meet needs identified in line with the principles of Personalization/ Self Directed Support.

6. To assist in deciding which of the range of options will be offered to the service user and to carry out necessary tasks to implement planned action.
7. 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 up to date records on work undertaken in accordance with the Departmental policy and to adhere to confidentiality and Data Protection, policy and procedures.
11. To 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 Team Manager/ Line Manager.
15. To meet the requirements of Professional Capabilities Framework, Social Worker level, and of registration with Social Work England in respect of practice standards, conduct and professional development.
16. 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.
17. To contribute to the planning, delivery and evaluation of services.
18. To be responsible for carrying out, and compliance with Health and Safety policies and procedures, as it applies to self, other staff and users.
19. To offer advice and be consulted within a specialist service area.
20. To ensure the requirements of the Complaints Procedure are complied with and, if require, respond to complaints.
21. To carry out duties in accordance with Council any Departmental policies and procedures.
22. 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.
23. To undertake any other duties of a similar level and responsibility as may be required from time to time.

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	
A	Must have a relevant professional qualification (Degree in social work or equivalent) and current Social Work England registration and <ul style="list-style-type: none">• Evidence of successful completion of Assessed and Supported Year in Employment (ASYE) or• Equivalent proven practice and successful probationary period (Minimum of 1 year)
B	Evidence of 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 Social Worker level.
C	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. Qualified Practice Educator or willingness to undertake training. Best Value Assessor or willingness to undertake training.
D	Ability to work alone and as part of a team, using own initiative and ability to be flexible.
E	Ability to manage & effectively prioritise an increasing complexity caseload, work with integrity and professionalism, working under pressure and to meet deadlines.
F	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.
G	Understanding of national & local priorities/initiatives and their impact on service provision.
H	To be able to respond appropriately to emergency situations
I	Ability to be self motivated, with good personal organisational and time management skills.
J	Computer literate, with knowledge of Word, Excel and Outlook and ability to use electronic business support processes for maintaining case recording and diary management.
K	Car owner & current driving licence, or the ability to travel to sites around the Borough efficiently.

DBS Required (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
GCSX/PSN User	<input checked="" type="checkbox"/> Yes – criminal records check for unspent convictions required <input type="checkbox"/> No
Work Related Travel (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)
Health & Safety Risk Assessment (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