

## JOB DESCRIPTION

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|---------------------|---|--------------------|---|
| <b>Job Title:</b>   | <b>Social Worker</b>                    |                    |   |
| <b>Directorate:</b> | <b>People</b>                           | <b>Salary:</b>     | <b>£40,476 - £45,718 FTE</b><br>Plus £706 London Weighting<br>And £963 Essential Car User allowance |
| <b>Section:</b>     | <b>Hospital Team, Adult Social Care</b> | <b>Grade:</b>      | <b>BG-F (SCP 34 – 36)</b>   |
| <b>Location:</b>    | <b>Time Square</b>                      | <b>Work Style:</b> | <b>Flexible</b>   |

### Key Objectives of the role

- To work as a social worker in the hospital discharge team includes facilitating discharges from acute & community hospitals and opportunity/expectation rotating with review function within the hospital discharge team reviews post-discharges.
- To connect people and their families to their community/social network enabling them to live within their own communities, have a timely discharge from hospital, avoid unnecessary hospital stay and reduce dependence on long term care.
- To complete timely Care Act assessments for our higher intense case management with a strength-based focus, delivering positive outcomes.
- To complete post discharge reviews ensuring that care plans are accurate, and individuals eligible needs are being met.
- To promote a reablement focus for all individuals that are referred to adult social care.
- Work with people, including advocates and carers, to develop person-centred plans designed to meet needs in ways that maximises independence, choice and control, and are legal and affordable.
- Ensure that, all policies and procedures of the department are adhered to.
- To support in delivering and maintaining high standards of performance ensuring continuous development and supporting people to fulfil their roles to
- To provide flexible seven-day service coverage, including weekends, on an ad hoc basis as operational needs require.

## Designation of post and position within departmental structure



## Daily and monthly responsibilities

- To apply a strength-based approach, using the Home first model to connect people to their community/social network, and problem solve together and aim discharge home/their usual place of living.
- Make referrals for specialist assessments/intervention as appropriate.
- Work with people, including advocates and carers, to develop person-centred plans designed to meet needs in ways that maximises independence, choice and control, and are legal and affordable.
- Work with family carers to identify their needs as carers and to develop appropriate plans with the carers to meet those needs.
- To complete post discharge reviews ensuring that care plans are accurate, and individuals eligible needs are being met and complete a SANA (Strengths and Needs Assessments) and present the case to QAR (quality assurance review) panel.
- When necessary, complete the Resource Allocation System and present support plans for approval in accordance with Scheme of Delegations.
- Provide support for the appropriate arrangement and implementation of those plans. .
- To act in the best interest of an individual who lacks mental capacity, using the principles defined in the Mental Capacity Act (2005) to maintain their safety until a time that capacity returns, or alternative arrangements are made.

- To work within the legislative framework, national and local policy and within the philosophy of social work practice.
- Document all work and share information in line with legislation and local policy and procedures.
- Participate in safeguarding assessments and planning.
- Participate in MDT's and discharge planning meetings following the discharge to assess process.
- To be professionally accountable for all aspects of your work and provide appropriate levels of support and challenge to staff, enabling continuous professional development; up-to-date, evidence-based practice; attendance at all mandatory training and specialist training where appropriate

### Scope of role

To cover rotas 8am-5pm, Monday to Friday. As the service develops, staff will be required to adjust working patterns to meet the needs of the service as it increases to cover 7 day working and extended hours.

You will be required to work autonomously but also work as part of a multi-disciplinary team.

The Hospital Discharge and Intermediate Care Service is busy, requiring a timely response to requests for services. However, you will be given time to meet the demands of the service as part of a supportive team. You will have the opportunity to reflect and solve problems and develop practice.

We work closely with individuals that have been admitted to hospital to promote the home first principle with a strength base ethos to get the best outcomes for the individuals that we work with.

*All employees have a responsibility for safeguarding and promoting independence.*

The people supported by the department are vulnerable. Failure to carry out this role appropriately will place people at risk of harm, and the Council at reputational risk, and risk of litigation. This position has access to information on matters of a confidential nature relating to work of NHS services, social services and/or the health and personal affairs of people who use our services and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person(s) or organisations.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

## PERSON SPECIFICATION

| KEY CRITERIA  | ESSENTIAL   | DESIRABLE   |
|---|---|---|
| <b>Skills and qualifications</b>  | <p>Recognised Social Work qualification and registered with Social Work England</p> <p>Safeguarding level 2</p>   | <p>Safeguarding level 3</p> <p>Best Interest Assessor</p> |
| <b>Competence Summary</b><br>(Knowledge, abilities, skills, experience) | <p>A minimum two years' experience on a social care or healthcare setting.</p> <p>Understanding of and commitment to the requirements of safeguarding vulnerable adults and promoting their welfare.</p> <p>Experience or ability to respond to crisis situations</p> <p>Knowledge of the relevant legislative framework and national policies</p> <p>Experience in completing mental capacity assessments and best interest decision meetings</p> <p>Commitment to a strengths based focus and person-centred values, and knowledge of how to translate into practice</p> <p>Ability to communicate effectively with a wide range of people in a wide range of circumstances</p> <p>Empathic and respectful of diversity and equality</p> <p>IT skills:- Social Care Record, Word, Excel, Microsoft Outlook and Teams</p> <p>Good report and record writing skills</p> <p>Able to prioritise, organise workload and work to timeframes</p> |   |
| <b>Work-related Personal Requirements</b>                               | <p>The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.</p> <p>Use of a vehicle and appropriate licence for business purpose.</p>   |   |

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|   | <p>Flexibility</p> <p>Ability to take responsibility and accept accountability at appropriate level</p> <p>Motivated and person-centred values</p> <p>Must work well as a team member, and alone.</p>   |
| <p>Other Work Requirements</p>  | <p>A satisfactory enhanced Disclosure and Barring Service check. This post is exempt from the Rehabilitation of Offenders Act 1974</p> <p>This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence through the medium of English applies. This means the ability to converse easily with the public and respond effectively to questions.</p> |
| <p>Role models and demonstrates the Council's values and behaviours</p> | <p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>  |

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

