



## RUTLAND COUNTY COUNCIL

### JOB DESCRIPTION

**Position Title:** Social Worker - Community Team.

**Grade:** Career Grade G6-PO1

**Directorate:** Adults & Health

**Department:** Adults Social Care – Community Team

**Responsible to:** Team Manager and Senior Practitioner

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#### **Purpose of the Job:**

To be responsible for assessment of individual needs and to plan, coordinate a range of outcomes to meet these needs.

To promote autonomy, choice and control, using a strength base approach to support people to manage their own needs and risks.

To take appropriate action to mitigate risk when necessary.

*There are 3 levels of Social Worker roles mapped against the Council's pay and grading framework:*

- Level 1 – Level 3 NVQ Qualified (equivalent)
- Level 2 – Level 4 NVQ Qualified
- Level 3 – Level 4 NVQ Qualified with substantial experience

#### **Main Responsibilities:**

1. Maintain a complex caseload and be responsible for the assessment and care planning of individual needs.
2. Undertake assessments using health and social care tools, for example continuing healthcare.
3. Monitor and review ongoing service provision, with a focus on wellbeing and outcomes.
4. Identify and use community and other support networks to maximise strength-based approaches.
5. Undertake safeguarding work when appropriate.



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6. Complete Capacity Assessments and Best Interest meetings as well as coordinating contributions from other parties and will be able to demonstrate good report writing skills for submission to Court.
7. Provide professional expertise and advice to practitioners and multi-agency partners to assist in the development of an effective and high-quality service that meets the requirements of relevant policies and procedures in compliance with the Mental Capacity Act and in line with emerging case law.
8. To comply with the National standards and regulations, the Mental Capacity Act, Deprivations of Liberty standards (DoLS) and the Care Act to ensure the highest quality of support to service users.
9. To work in an integrated way with colleagues and other health and social care professionals to ensure the best and most seamless transition for those accessing support. To attend professional meetings and develop positive working relationships with our partner agencies.
10. To maintain accurate and timely assessment and case records in accordance with Directorate and Service standards.
11. To fully participate and engage in the development of Adult Social care services through effective team working and maintaining professional knowledge, skills and competence.
12. To ensure service delivery is geared to meet ethnic religious, cultural and linguistic needs of those accessing services including their carers.
13. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
14. Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
15. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which



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are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

### **Behaviours and outcomes**

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.

### **Dimensions**

No budget or line management responsibilities

## **JOB REQUIREMENTS**

### **QUALIFICATIONS/TRAINING/EDUCATION**

Essential – PLEASE REFER TO THE CAREER GRADE	Method of Assessment *
DIPSW, BASW/CQSW	A/D
Degree or equivalent	A/D
Registration with Social Work England	A/D

### **EXPERIENCE/KNOWLEDGE**

Essential – PLEASE REFER TO THE CAREER GRADE	Method of Assessment *
Post qualifying experience of working with adults.	A/I
Evidence of relevant continued professional development.	A/I
Knowledge and experience of safeguarding policy and procedures.	A/I
Knowledge of Adult Care legislation and procedures	A/I
Demonstrate an understanding of risk management and effective crisis intervention work.	A/I



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Evidence of multi-agency working	A/I
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### **SKILLS**

Essential – PLEASE REFER TO CAREER GRADE	Method of Assessment *
Ability to demonstrate supervisory skills.	A/I
Ability to work independently and within a team	A/I
Good communication skills both written and oral.	A/I
Ability to relate effectively with other professionals/agencies	A/I
Ability to work under pressure and possessing effective time management	A/I
Excellent assessment and Risk Management decision skills	A/I
Negotiation and delegation skills	A/I
Managing conflict and maintaining professional relationships	A/I
Good organisational skills	A/I
Ability to manage conflicting demands and priorities	A/I

Desirable – PLEASE REFER TO CAREER GRADE	Method of Assessment *
Ability to relate effectively with other professionals/agencies.	A/I
Be able to contribute to the development of the Adult Social Care Service	A/I
An ability to develop and change in the context of the evolving health and social care policy environment.	A/I



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### EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

### OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I

\* A = Application Form    D = Documentary evidence    I = Interview    T = Test

### STRUCTURE

**NOTE:** These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
18/07/24	Yes as previous JD is for a safeguarding social worker. Only the Experience has been adapted to meet the needs of this post	Mark Heawood – Team Manager, Community Team