

SEFTON METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

Department: Adult Social Care

Location: Various

Division: Adult Social Care

Post No: Various

Section: Adult Social Care

Job Evaluation Number: 315

Post: Social Worker (Qualified and Experienced)

Grade: I (SCP 37-41)

Responsible To: Team Manager

Responsible For: N/A

JOB PURPOSE

To contribute to the operational delivery of an effective Adult Social Care Service as part of a team responsible for safeguarding, promoting the welfare of and continuously improving outcomes for vulnerable people.

To manage a complex caseload, delivering high quality assessments and support plans that address the needs of vulnerable people through the commissioning of individual packages of care, whilst managing the reputation of the Council.

MAIN DUTIES

1. Hold and effectively manage a complex and varied caseload with appropriate supervision, guidance and support, reflecting the function of the team and the Adult Social Care Service in accordance with policy, procedures, guidance and legislation.
2. Undertake work within legislative frameworks including the preparation of written statements and representations to the judiciary at Court hearings.
3. Be accountable for complex decision making in relation to caseloads ensuring professional judgement, service user involvement, needs led assessment, critical reflection and analysis to inform this.
4. Identify and assess levels of risk and need (within statutory frameworks) in often complex situations. Undertake safeguarding investigations and deliver protective and/or supportive services for individuals at risk and maintain up to date assessments, care plans and reviews.
5. Prepare statements of need/care and support plans, in consultation with other agencies as appropriate that reflect the wishes of the individual and lead to the commissioning of personalised packages of care.
6. Negotiate personalised care arrangements with individuals and significant others that offer choices within affordable resources based on an allocated budget.
7. Undertake direct work with adults and their families in line with care plans.
8. Work co-operatively with both internal and external colleagues across multi - agency boundaries.

9. Undertake specific responsibilities as required by the service, for example the role of AMPH which may require out of hours duty.
10. Communicate skilfully and confidently in complex or high risk situations. Model and help others develop communication skills
11. Attend and represent the department at a range of multi-disciplinary forums and undertaking the role of chair as required.
12. Model critical reflection and evidence based decision making and support others in developing these.
13. Demonstrate a critical knowledge of the range of theories and models for social work intervention with individuals, families, groups and communities and the methods derived from them.
14. Contribute to current practice expectations, identifying areas of poor practice issues and taking appropriate action.
15. Model inclusive practice in relation to identity and diversity, challenging any issues of concern.
16. Take responsibility for obtaining regular professional supervision to ensure effective practice, reflection and career development.
17. Prepare and participate in Performance and Development Reviews, identifying areas for improvement and carrying out agreed learning and development opportunities including using research to inform practice.
18. Take responsibility for the professional learning and development of self and others including participating in team meetings and contributing to the development of the team.
19. Be responsible for overseeing the management, teaching and assessment of social work students carrying out practice learning placements.
20. Ensure that reports are up to date, of a high quality and submitted according to appropriate timescales.
21. Ensure that expenditure on cases is properly authorised and recorded.
22. Be responsible for accurate, sensitive, timely and up to date data entry on all cases including:
 - data entry on LAS and any other electronic tools or database
 - data required for specific PIs/targets,
 - due consideration being given to any legal and human rights of the individuals concerned.
23. Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act 1998 and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Service facing court proceedings.
24. Undertake any other duties as directed from time-to-time to meet the exigencies of the service.

SPECIAL CONDITIONS (if applicable)

N/A

GENERAL:

This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

This job description applies to a number of jobs within Adult's Social Care, the team (and office location) that staff undertaking this job description are allocated to could change at the discretion of management following consultation with individual post holders.

In addition to his/her principal duties the post holder will be expected to contribute more widely to the overall development of the Service and the Council. You may be required to be available to contribute to the Out of Hours Service.

All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

All employees are expected to be committed to the Equality and Diversity policy and assist in removing the barriers to service delivery and employment to enhance a positive equality culture.

This post is **exempt** from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore **not** entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

<u>Prepared by:</u>	<u>Name</u>	Adult Social Care
	<u>Designation</u>	Senior Management
	<u>Date</u>	March 2019

SEFTON COUNCIL – Adult Social Care
PERSON SPECIFICATION

The person specification describes the essential criteria (minimum requirements) that a candidate must demonstrate for appointment.

Please read the guidance notes before completing your application form. Please demonstrate, with examples, how you meet the criteria for the post, as set out below.

Job Title: Social Worker (Qualified and Experienced)

Post Number: Various

Criteria	Essential	Desirable	Assessment Method
Qualifications	Relevant professional qualification (SW Degree or equivalent) and current registration with HCPC.		C
Experience	Qualified Practice Educator or willingness to undertake training. Best Interest Assessor or willingness to undertake training. Worked with minimal supervision undertaking a complex caseload	Recognised qualification 'Critical Thinking and Reasoning in Health and Social Care	Application/ Interview
Demonstrable skills, knowledge and aptitudes	Demonstrates knowledge of current legislation, policy, procedures and frameworks. Worked alone and as part of team, using own initiative and ability to be flexible. Managed and effectively prioritised a complex caseload, work with integrity and professionalism, working under pressure and to meet deadlines. Formulated and implemented effective social work interventions In-depth knowledge of best practice for assessment and care planning.	Previous experience working with LiquidLogic systems and Microsoft Office	All elements will be assessed via application and interview

	Excellent communication skills to adapt as appropriate to a range of audiences including vulnerable service users, carers, professional colleagues. Understanding of national and local priorities/initiatives and their impact on service provision. Respond appropriately to emergency situations and assess and manage risk. Ability to self-motivated, with good organisational and time management skills. Computer literate and ability to use electronic business support processes for maintaining case recording and diary management.		
Special requirements	This post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory Enhanced Disclosure and Barring Service (DBS) check in order to be appointed to the post. In this respect a criminal record check will be undertaken prior to confirmation of appointment. Work at any location across the Sefton Borough.	This post is designated casual car user.	C
Other	Evidence of continuing professional development in line with the Professional Capability Framework for Social Workers. Must be legally entitled to work in the UK.		A/I C

