**SEFTON METROPOLITAN BOROUGH COUNCIL**

JOB DESCRIPTION

**Department:** Adult Social Care **Location:** Various

**Division:**  Adult Social Care **Post No**: Various

**Job Evaluation Number**: 315

**Section:**  Adult Social Care

**Post:**  Social Worker (Qualified and Experienced)

**Grade:**  I (SCP 31-35) £39,186 – £43,421

**Responsible To:** Team Manager / Lead practitioner

**Job Title: Social Worker**

**Job Purpose**

To support the effective delivery of Adult Social Care by working within a dedicated team that facilitates assessment and support for adults with a Learning disability and or Autism. This role focuses on strengths-based practice, empowerment, promoting independence, safeguarding, risk management, and continuous service improvement. The postholder will manage a complex caseload, deliver high-quality assessments, and uphold the reputation of the Council.

**Key Responsibilities**

**1. Case Management & Assessment**

* Manage a diverse caseload of adults with a learning disability and or autism, ensuring appropriate support, assessment, and guidance is provided in line with service policies and legislation.
* Undertake comprehensive assessments and develop personalised care and support plans which are co-produced and reflect the individual's needs and preferences.
* Prepare written statements and representations for court hearings, working within relevant legislative frameworks.
* Make complex decisions using professional judgement informed by active service user involvement, coproduction and critical analysis.
* Ensure all work and reports are accurate, high-quality, and submitted within required timescales.

**2. Safeguarding & Risk Management**

* Identify and assess levels of risk and need in complex situations, in accordance with statutory frameworks.
* Conduct safeguarding investigations and deliver protective or supportive services for individuals at risk.
* Maintain up-to-date assessments, care plans, and reviews to ensure safety and wellbeing.

**3. Collaboration & Communication**

* Work directly with young people, their families, and wider support networks to promote positive outcomes.
* Collaborate effectively with internal and external colleagues across multi-agency boundaries.
* Represent the department at multi-disciplinary forums and chair meetings as required.
* Communicate confidently and skilfully in complex or high-risk situations, modelling effective communication for others.

**4. Professional Practice & Development**

* Demonstrate **a** good understanding of the ideas and approaches that guide social work practice with adults with a learning disability and or Autism.
* Model inclusive practice and challenge poor or discriminatory practice.
* Engage in regular professional supervision to support effective practice and your career development.
* Participate in performance and development reviews, identifying learning needs and undertaking agreed development opportunities.
* Support the learning and development of others, including mentoring social work students during practice placements.
* Contribute to team development through active participation in meetings and service improvement initiatives.

**5. Data, Compliance & Financial Responsibility**

* Ensure accurate, sensitive, and timely data entry into IAS and other electronic systems, including data required for KPIs and key targets.
* Uphold legal and ethical standards in data handling, in line with GDPR, the Data Protection Act 2018, and the local government duty of confidentiality.
* Ensure client information is lawfully gathered, accurate, and only shared in accordance with legal requirements.
* Consider appropriate expenditure and financial responsibility.

**6. Additional Duties**

* Undertake specific responsibilities as required by the service, such as the role of Approved Mental Health Professional (AMHP), which may include out-of-hours duties.
* Carry out any other duties as directed to meet the needs 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.

**Prepared by: Name** Adult Social Care

**Designation** Adult Social Care

**Date** August 2025

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| **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. |

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| **Job Title:** | Social Worker (Qualified and Experienced) | **Post Number:** | Various |

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| **Criteria** | **Essential** | **Desirable** | **Assessment Method** |
| **Qualifications** | Relevant professional qualification (SW Degree or equivalent) and current registration with SW England |  | 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, worked under pressure and to meet deadlines.  Formulated and implemented effective social work interventions  In-depth knowledge of best practice for assessment and care planning.  Excellent communication skills to adapt as appropriate to a range of people Including experts by experience, carers, professionals, 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. | Previous experience working with LAS systems and Microsoft Office | All elements will be assessed via application and interview |
| **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 |