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| **POST:** | Social Work Practitioner |
| **LOCATION:** | Agile Worker |
| **REPORTING TO:** | Social Work Manager |
| **ACCOUNTABLE TO:** | Head of Service |

**JOB PURPOSE**

* To provide, in partnership with individuals, their carers and other key professionals, a high quality, person centred, accountable social care service which ensures best outcomes for people.

**PRINCIPAL DUTIES & REPONSIBILITES**

* To actively and effectively manage a caseload which will include prioritising and co-ordinating own workload; reviewing and monitoring individual needs, care plans and care packages; decision making; managing risk and effective recording.
* At all times to be mindful of the Mental Capacity Act and to be alert to situations where vulnerable adults may be at risk and to act in accordance with the Adults Safeguarding Policies and Procedures.
* To facilitate proportionate holistic assessments (including where appropriate self-assessments) working collaboratively with the individual, their carer/family and other professionals in order to identify levels of need and outcomes required which will inform the appropriate level of associated resources to help the person optimise their independence and meet their support needs.
* To consider the needs of carers in all assessment activity and to undertake Carer Assessments as requested and/or required.
* To work within appropriate timeframes to meet immediate needs and reduce risks in crisis situations and at all times ensure appropriate and proportionate responses or referrals are provided in accordance with legislation, guidance and policies.
* Provide support in self directing the personalised care and support to meet the assessed needs and agreed outcomes
* Proactively promote people’s well-being by enabling them to prevent, postpone or reduce the need for care and support by providing information, advice and signposting which promotes access to universal/preventative services, community and other natural support resources; maximising their assets using benefits and other funding sources, (e.g. Continuing Health Care Funding) to ensure independence, choice and control.
* To work in partnership with other professionals, supporting service users, carers and families to develop person centred support plans incorporating an individual’s circle of support, positive risk taking, solution finding where possible through universal services.
* Proactively manage, with a level of autonomy, unresolved support / unmet need and service issues and make recommendations for resolution in situations where: needs cannot be delivered by the personal budget allocation; where there is a lack of suitable services; the apparent failure of providers to meet national or locally determined quality or performance standards. This may include preparing and presenting evidential report(s) to the Individual, Commissioning, Approval and Advice Panel.
* Social Work Practitioners (Disability) will manage a caseload of people with multiple, complex and profound disabilities and will assess and plan transitions from Children’s Services into Adults working with a range of appropriate partners and providers and providing support to the young people through the transition process.
* Identify, investigate and manage potential high risk situations where service users/carers safety or liberty may be at risk, making the necessary referrals as appropriate so as to enable them to take risks whilst protecting them from abuse, managing the risks to staff and the organisation; this may include undertaking assessments under the Mental Capacity Act.
* To assist with investigations into allegations of abuse, contribute to strategy meetings and liaise with other professionals.
* To maintain case records ensuring that all data meets the required levels of accuracy, quality, confidentiality and timeliness.
* To prepare reports for panels, case conferences & court and to attend as required and appropriate.
* To work on a duty rota, responding to emergency assessments or other situations which may occur.
* Act as mentor to less experienced staff / students, providing them with support and guidance in terms of professional practice and organisational policies and procedures
* To have an awareness of the performance targets, both national and local and to ensure all activity is aligned with meeting those targets.
* To work to Social Work Standards set out by Social Work England.
* To be an ambassador for focus at all times, representing the organisation positively, professionally and appropriately at meetings with service users, carers, families, other professionals and agencies.

**NB:** This job description gives only the principal duties and responsibilities of the post and, therefore, the post holder will be required to undertake various other duties which are implicit in the principal duties and which are commensurate with the post. Focus has the right to modify the Job Description (in accordance with the grade of the post) and modifications will be by mutual consent wherever possible.

**PERSONAL RESPONSIBILITIES**

As well as the departmental rules and procedures, which you are required to observe and follow, focus has developed a number of general policies and procedures that apply to your employment.

Whilst focus recognises specific responsibilities fall upon management, it is also the duty of all employees to accept personal responsibility for the practical application of these policies, procedures and standards. You should familiarise yourself with these, and ensure that you understand and adhere to them.

Particular attention is drawn to:-

**Health and Safety**

Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.

**Fire Procedure**

The post holder must adhere to the focus Fire Policy, including training attendance.

**Equal Opportunities**

Focus has policies covering Equal Opportunities and Harassment. The aim is to ensure that no colleagues, potential employees, patients/clients are harassed, or receive less favourable treatment on the grounds of disability, age, sex, sexual orientation, marital status, race, colour, religion or ethnic/national origin.

**Security and Confidentiality**

The post holder must adhere to a range of policies, procedures and legislations relevant to security and confidentiality, these include:

* Data Protection Act 2018 and UK GDPR
* Copyright, Designs and Patents Act 1988
* Access to Health Records Act 1990
* Computer Misuse Act 1990
* BS7799 (Information Governance)
* Caldicott
* Document and Records Management
* Mental Health Act

Additionally, all staff are required to attend an annual briefing on Information Governance and Security.

You are required to keep all client information confidential unless disclosure is expressly authorised by your employer. Misuse of or a failure to properly safeguard confidential data will be regarded as a disciplinary offence.

**This job description reflects the current main organisational priorities for the post. In the context of rapid change taking place within the Health /Social care, these priorities will develop and change in consultation with the postholder in line with service business needs and priorities.**

**Specific objectives for the postholder will be regularly agreed and reviewed as part of an individual performance process.**

**PERSON SPECIFICATION**

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| **POST:** | Social Work Practitioner |

| **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** | **HOW TESTED** |
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| **EDUCATION / QUALIFICATIONS** | | |
| * Relevant Social Work Degree or equivalent, and current Social Work England Registration * Qualified Nurse and registered with NMC (for posts within the Disability Team) | * Evidence of Continuing Professional Development | **Certificates**  **App Form** |
| **EXPERIENCE** | | |
| * Experience of working in a social care setting with vulnerable people | * Experience of working in a multi-disciplinary setting with other professionals | **Assessment**  **Interview** |
| **SKILLS / ABILITIES** | | |
| * An effective team member, flexible, reliable and committed * Effective communication skills, both verbally and in writing * Interpersonal skills which support the formation of effective working relationships with a range of colleagues * Ability to manage sensitive and challenging situations in relation to working with individuals, carers and partners * Effective organisational skills and personal self-motivation to achieve targets and deadlines and manage and prioritise own workload appropriately * Excellent keyboard skills which enable accurate and timely recording | * Influencing and negotiating skills with both individuals / carers and other professionals | **App Form**  **Interview** Assessment |
| **KNOWLEDGE / UNDERSTANDING** | | |
| * Knowledge and understanding of relevant Adult Social Care legislation, guidance, regulations and professional best practice * Knowledge and understanding of the Mental Capacity and Deprivation of Liberty Legislation and an awareness of the Mental Health Act * Understanding of assessment, care planning and reviewing * Understanding of, and respect for, confidentiality and the importance of consent to share information * Awareness of issues and Legislation relating to Carers * Awareness of Safeguarding Adults | * Application of relevant Adult Social Care legislation, guidance, regulations and professional best practice * Application of the Mental Capacity and Deprivation of Liberty Legislation and an awareness of the Mental Health Act * Demonstration through practice of understanding of individual’s rights and choices and the importance of empowerment and promotion of independence | **App Form**  **Interview** Assessment |
| **OTHER REQUIREMENTS** | | |
| * Hold a current valid driving licence or have access to appropriate transport or be able to meet the demands of the post with reasonable adjustment * Able to work flexibly, sometimes out of normal office hours, according to the needs of the service * Able to respond positively and work effectively within an ‘agile’ working environment |  | **App Form**  **Interview** |