

# Job Description

## Position Details

<b>Position:</b>	Social Worker
<b>Directorate:</b>	Adult and Communities
<b>Service:</b>	Community Care East/West Team
<b>Position no:</b>	BG02734 & BG18380
<b>Grade:</b>	8
<b>Hours of work:</b>	37
<b>Work style:</b>	Agile Worker
<b>DBS required:</b>	<b>Enhanced Disclosure with Adult &amp; Child Barred List</b>
<b>Contact:</b>	Ceri Caswell, Team Manager/Claire Wilkshire, Team Manager
<b>Date:</b>	

**Politically Restricted?**     Yes\*     No

## About the Position

Reporting to: Team Manager

Responsible for: Assessing the needs of citizens and carers, you will plan, implement, review and evaluate outcomes. Working for and with individuals, you will take care to understand their unique circumstances and priorities.

Champion the principles of choice and control, you will support people to make their own decisions. Thanks to you, they will be empowered to have services organised and risks managed in ways that are right for them.

To constantly maintain your professional standards as our service continues to develop, you will keep a keen eye on changing needs. From developing and reviewing support plans and provision, to enabling the creative use of resources including assistive technology, you will provide social care that is always fit for the individual.

## Principal Accountabilities

1. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
2. To undertake the assessment and care management process with vulnerable adults, including identification of risks, in accordance with current policies and procedures of the authority.
3. To promote citizens outcomes and support them to live independently in their communities.
4. To effectively manage caseload.
5. To empower citizens to achieve their potential for independence and where appropriate their choices to be met.

6. To develop effective risk management plans
7. To ensure implementation of the citizen and /carer outcomes and monitor the progress in achieving these outcomes and goals.
8. To co-ordinate reviews and services ensuring full participation of citizens, carers and families and other relevant partners.
9. To undertake assessments under the South East Wales Protection of Vulnerable Adults procedures.
10. To maintain accurate records of own professional involvement with service users, carers and families in line with the requirements of the Directorate.
11. Work alongside colleagues from statutory and voluntary agencies, through multi-disciplinary assessments and meetings.
12. To act as an advocate on behalf of citizens, carers and families with other professionals.
13. To promote awareness among carers of their entitlement to assessments and where required to undertake those assessments.
14. To undertake supervision support and development of unqualified members of the team.
15. To maintain training portfolio and comply with registration requirements of Social Care Wales.
16. Comply with all Departmental and Authority policies e.g. Health and Safety.
17. To undertake any additional duties appropriate to the role of social worker as required by the Director of Social Services.
18. Contribute towards the multi-disciplinary approach in clinical meetings, case conferences and clinical discussion.
19. Devise, monitor and review care and support plans as part of the Social Service and Well Being (Wales) Act in conjunction with the Citizen/partner agencies and carers.

## General Accountabilities

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

## Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
<b>Qualifications</b>		
Diploma / Degree in Social Work.	E	A
Must be registered with Social Care Wales	E	A
Educated to a Masters level in a relevant health and social care field	D	A
Approved Mental Health Professional	D	A
Previous experience working in Health and / or Social Care settings.	E	A
Previous experience of providing training / briefing sessions to staff / colleagues	D	A
<b>Experience</b>		
Experience of multi-disciplinary working	E	A
Experience of working with a strengths-based approach	E	A
<b>Knowledge / Skills</b>		
Knowledge and understanding of Complex Care management including Continuing Health Care	E	A
Understanding of citizen / carer needs	E	A
Must be able to demonstrate a thorough working knowledge of the statutory framework for Adult Services, Social Service and Wellbeing (Wales) Act; Mental Health Act/Mental Health measure, Mental Capacity Act and Human Rights Act.	E	A & I
Must be able to demonstrate an understanding of and commitment to promoting citizen directed support; strength-based assessments and ability to enable individuals to achieve person centred outcomes	E	A & I
<b>Personal Attributes</b>		
Clear verbal and written communication skills	E	A
Strong interpersonal skills	E	A
Excellent recording skills including the use of ICT within the workplace (i.e. Microsoft Office, WCCIS).	E	A
Excellent recording skills including the use of ICT within the workplace (i.e. Microsoft Office, WCCIS).	E	I
Able to work independently and on own initiative	E	A
Undertaken supervision of unqualified staff	D	A
Demonstrate anti-discriminatory practice in work, including commitment to achieving positive outcomes for service users and carers	E	I
Be willing to continue professional development	E	PP
Support and develop other members of the team	D	PP

<b>Minimum Welsh Language Skill Requirements</b>		Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.		A
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)		A
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).		A
<b>Special Working Conditions / Requirements</b>		
Current driving licence and access to a vehicle for work purposes	E	A

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

### **Personal Competencies**

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

<b>Competencies – Delivering the Service</b>		Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance		PP
Involves line manager / colleagues in setting and meeting targets		PP
Reorganises work when necessary		PP
Sees tasks through to completion whenever possible		PP
Seeks help if workload becomes unmanageable		PP
Uses initiative to report issues that arise that impact on others		PP

<b>Competencies – Improvement and Change</b>		Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results		PP
Understands that changes are needed if things are to be improved		PP
Finds new and creative ways of doing things better		PP
Actively seeks to develop own skills and knowledge		PP
Learns from mistakes & welcomes constructive feedback		PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	PP
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	PP
Understands the links between own professionalism and the possible impact on the Authority's image	PP
Has a professional attitude that sets an example to colleagues	PP
Takes pride in own work and that of colleagues	PP
Is respectful, courteous and helpful at all times	PP

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	PP
Recognises potential value of others' opinions and actively seeks their contributions	PP
Asks for help when necessary	PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	PP
Makes sure that people are regularly informed	PP
Uses appropriate language, gestures and tone when talking with others	PP
Checks others have understood & seeks advice when necessary	PP
Actively seeks to improve all forms of communication with others	PP
Communicates professionally by using formal channels appropriate to the situation	PP

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