



## RUTLAND COUNTY COUNCIL

### JOB DESCRIPTION

**Position Title:** Social Worker  
**Grade:** Career Grade 06/P01  
**Directorate:** Adults & Health  
**Department:** Adult social Care  
**Responsible to:** Team Manager

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

To promote preventative and strengths-based approaches, supporting people to maximise independence and utilise community assets and informal networks wherever possible.

To promote and contribute to the safety and well-being of all people in the community through the implementation of Rutland safeguarding adults' practices and procedures and multi-agency risk management.

To demonstrate professional curiosity and sound risk management when responding to safeguarding concerns, ensuring proportionate and defensible decision making.

To work in an integrated way with all partners including health and colleagues across LLR and locally.

#### **Main Responsibilities:**

1. To maximise the choice, control and independence of people who draw on support wherever possible by creating appropriate and responsive support plans in line with the personalisation of care services agenda and the implementation of self-directed support services.
2. To undertake social care assessments in respect of Rutland residents and create, review and monitor support plans in partnership with people who draw on support and their carers.
3. To undertake screening and triage of referrals to Adult Social Care, applying professional judgement to determine appropriate pathways including information and advice, short-term intervention, signposting or progression to longer term services.



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4. To facilitate efficient assessment of Rutland residents that may require social care services including Decision Support Tools and mental capacity assessments.
5. To contribute to a responsive duty function, including responding to urgent enquiries and coordinating timely responses to individuals experiencing crisis or increased risk.
6. To ensure that the needs of adults at risk are met and co-ordinate professional involvement to support their needs, and that of their carers.
7. Use legislation, guidance and reflective social work practice to ensure the best possible outcomes for adults at risk.
8. Play an active role within a range of multi-agency teams to ensure coordinated, appropriate assessments and support that remain person-centred and enable people who draw on support to maintain their independence.
9. Use professional experience to make decisions that uphold autonomy whilst recognising the social work role for safe intervention.
10. To comply with the National standards and regulations, the Mental Capacity Act, Deprivations of Liberty Safeguards (DoLS) and the Care Act to ensure the highest quality of support to service users.
11. To take referrals and process according to Departmental guidelines, standards and RCC policies. To triage referrals and where appropriate provide a rapid response where enquiries indicate a level of risk.
12. To provide supervision to other unqualified team members.
13. To contribute to the ongoing development of Direct Payments and Personal Budgets with people who draw on support and their carers.
14. To work in an integrated way with colleagues and other health and social care professionals to ensure the best and most seamless transition for service users. To attend professional meetings and develop positive working relationships with our partner agencies.
15. To maintain accurate and timely assessment and case records in accordance with Directorate and Service standards.
16. To fully participate and engage in the development of Adult Social care services through effective teamwork and maintaining professional knowledge, skill and competence.



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17. To ensure service delivery is geared to meet service users and carers ethnic religious, cultural and linguistic backgrounds.
18. 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.
19. 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.
20. 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.
21. 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 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:**

Work collaboratively across Rutland County Council to ensure a joined up, consistent service that adds value to Adult Social Care.

Be ambitious for Rutland County Council and champion best practice Adult Social Care services to achieve the best 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



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### JOB REQUIREMENTS

#### QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
DIPSW, BASW/CQSW	A, D
Degree or equivalent	A, D
Registration with Social Work England	A, D

#### EXPERIENCE/KNOWLEDGE

Essential	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
Evidence of multi-agency working	A, I

#### SKILLS

Essential	Method of Assessment *
Ability to demonstrate supervisory skills.	A, I
Ability to apply strengths-based and outcome-focused practice.	A, I
Ability to work independently and within a team	A, I
Good communication skills both written and oral.	A, I



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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	

Desirable	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

### **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 *
Mobile and able to work from various locations.	A, I

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

**NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit**



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both the original job description and amended job description to the Human Resources Department.

<b>DATE</b>	<b>CHANGE - YES/NO</b>	<b>PREPARED BY (Name &amp; Position Title)</b>
<b>17/03/26</b>	<b>Updated and transferred onto new template.</b>	<b>Matt Stockdale – Team Manager</b>