

Job Description

Position Details

Position:	Social Worker – Mental Health (Adult Services)
Directorate:	Adults and Communities
Service:	Mental Health
Position no:	BG02914
Grade:	8
Hours of work:	37
Work style:	Agile Worker
DBS required:	Enhanced Disclosure with Child and Adult Barred List
Contact:	Alison Minett
Date:	October 2025

Politically Restricted? Yes* No

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

About the Position

Reporting to: Team Manager

Responsible for: Assessment and care management service for vulnerable adults in the community and to contribute towards the multi-disciplinary approach at all stages of the patient's involvement with the Community Mental Health Team.

Principal Accountabilities

1. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
2. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
3. 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.
4. To promote service user outcomes and support them to live independently in their communities.
5. To effectively manage a caseload.
6. To empower service users to achieve their potential for independence and where appropriate their choices to be met.

7. To develop effective risk management plans
8. To ensure implementation of individual service user and /carer outcomes and monitor the progress in achieving these outcomes and goals.
9. To co-ordinate reviews and services ensuring full participation of service users, carers and families and other relevant professionals.
10. To undertake assessments under the South East Wales Protection of Vulnerable Adults procedures.
11. To maintain accurate records of own professional involvement with service users, carers and families in line with the requirements of the Directorate.
12. Work alongside colleagues from statutory and voluntary agencies, through multi-disciplinary assessments and meetings.
13. To act as an advocate on behalf of service users, carers and families with other professionals.
14. To promote awareness among carers of their entitlement to assessments and where required to undertake those assessments.
15. To undertake supervision support and development of unqualified members of the team.
16. To maintain training portfolio and comply with registration requirements of the Care Council for Wales.
17. Comply with all Departmental and Authority policies e.g. Health and Safety.
18. To undertake any additional duties appropriate to the role of social worker as required by the Director of Social Services.
19. Preparing social circumstances reports.
20. Contributing towards the multi-disciplinary approach in clinical meetings, case conferences and clinical discussion.
21. Devising, setting up and reviewing social care plans as part of CTP Reviews in conjunction with the multi-disciplinary team.
22. Undertaking designated liaison and representative roles on behalf of the Community Mental Health Team.
23. Providing reports as necessary for Mental Health Review Tribunals and Hospital Managers.
24. Acting in the capacity of Approved Mental Health Professional if so authorised.

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
Qualifications		
Diploma/Degree in social work	E	(a)
Approved Mental Health Professional	D	(a)
Best Interest Assessor	D	(a)
Experience		
Experience of multi agency working across health and social care	E	(a)
Experience of working with vulnerable adults	E	(a)
Assessment and care management.	E	(a)
Knowledge / Skills		
Knowledge and understanding of complex care management including continuing healthcare	E	(a)(i)
Ability to demonstrate a thorough working knowledge of the statutory framework of adult services. Mental Health Act/Measure. Social service and wellbeing act: Mental capacity Act and Human Rights Act	E	(a)(i)
Ability to demonstrate an understanding of, and commitment to promoting citizen directed support: strength based assessment to achieve identified well being outcomes	E	(a)(i)
Working under pressure	E	(pp)
Clear verbal and written communication/interpersonal skills	E	(pp)
Recording skills including use of ICT within the workplace	E	(pp)
Personal Attributes		
Able to reflect and support peers with reflective practice	E	(pp)
Organised	E	(pp)
Ability to work independently and as part of team	E	(pp)
Committed to professional development	E	(a)(I)(pp)
Special Working Conditions / Requirements		
Must be registered with Social Care Wales	E	(A)
Current driving license	E	(a)

Minimum Welsh Language Skill Requirements	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).	

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.

Competencies – Delivering the Service	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)

Competencies – Improvement and Change	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	(a)(i)(pp)
Understands that changes are needed if things are to be improved	(a)(i)(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	(a)(i)(pp)
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	(a)(i)(pp)
Understands the links between own professionalism and the possible impact on the Authority's image	(a)(i)(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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