



## Rutland County Council

### JOB DESCRIPTION

<b>Position Title:</b>	<b>Social Worker</b>
<b>Grade:</b>	<b>G06 - PO1 (Career Grade)</b>
<b>Directorate:</b>	<b>Adults &amp; Health</b>
<b>Department:</b>	<b>Safeguarding &amp; DoLS</b>
<b>Responsible to:</b>	<b>Team Manager</b>

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

To carry out triage of new Safeguarding Adults referrals and to respond to complex and high-risk adult safeguarding enquiries to ensure that the principles of the Care Act and specifically Making Safeguarding Personal are adhered to.

To promote and contribute to the safety and well-being of all adults at risk, to prevent harm and reduce the risk of abuse or neglect to adults with Care and support needs through the implementation of the Leicester, Leicestershire and Rutland safeguarding adults' practices and procedures and multi-agency risk management

To undertake social care assessments (including complex cases) in respect of Rutland residents and create, review and monitor support or protection plans in partnership with people who draw on support and their carers. This will include working with individuals who lack capacity to make decisions for themselves about their support and accommodation and completing associated reports, primarily community Deprivation of Liberty Orders and s.21A applications to the required standard.

#### **Main Responsibilities**

1. Work in partnership to prevent harm and reduce the risk of abuse or neglect to adults with care and support needs. To safeguard adults in a way that supports them to make choices and have control over the way they want to live.
2. Support the development of safeguarding plans to ensure that wherever possible the individual's desired outcomes are met and reviewed. Use legislation, guidance, and reflective social work practice to ensure the best possible outcomes for adults at risk.
3. To complete Capacity Assessments and Best Interest meetings and able to demonstrate good report writing skills for submission to Court.



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4. To comply with the National standards and regulations, the Mental Capacity Act, Deprivations of Liberty standards (DoLS) and the Care Act to ensure the highest quality of support to service users.
5. To triage referrals and where appropriate provide a rapid response where enquiries indicate a level of risk.
6. To work in an integrated way with colleagues and other health and social care professionals, attend professional meetings and develop positive working relationships with our partner agencies.
7. To maintain accurate and timely assessment and case records in accordance with Directorate and Service standards.
8. 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.
9. 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.
10. 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.

### **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 work independently and within a team.	A/I
Good communication skills both written and oral.	A/I
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



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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.	A/I

Desirable	Method of Assessment *
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 *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I

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

## STRUCTURE

TBC



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**NOTE:** These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit 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>August 2023</b>	<b>Yes</b>	<b>T. Webb – Service Manager</b>
<b>November 2023</b>	<b>Yes – slight tweak</b>	<b>H. Morris – Team Manager</b>
<b>November 2023</b>	<b>New template only</b>	<b>H. Sewell – HR Adviser</b>
<b>June 2026</b>	<b>Yes – some info removed to better reflect the requirements of the role</b>	<b>H. Morris – Team Manager</b>