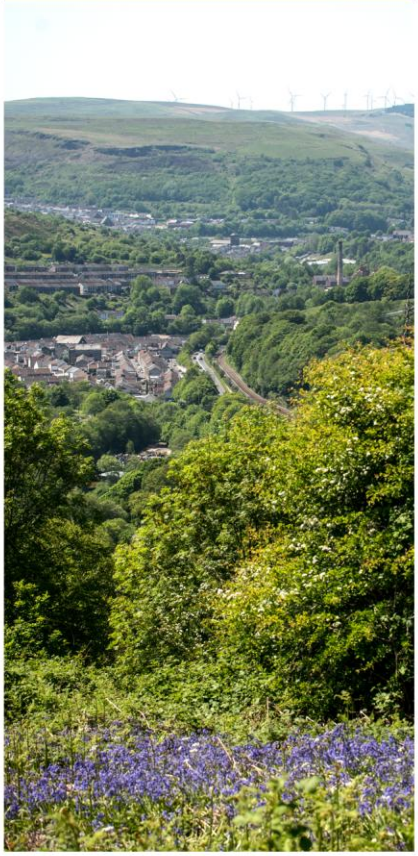
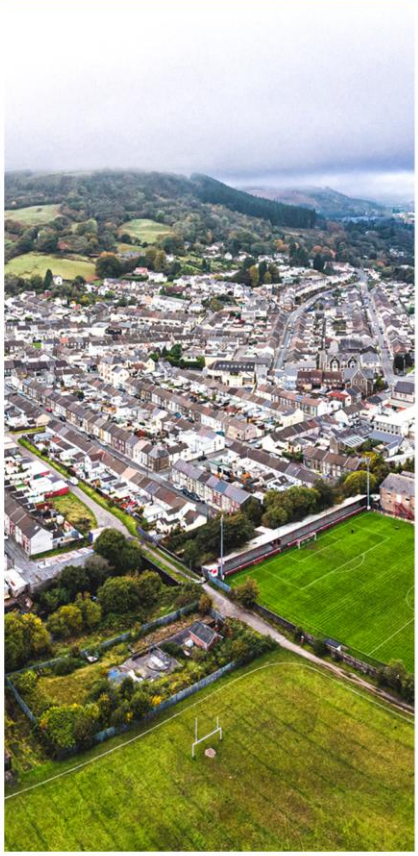
SWYDDI CYNGOR
RHONDDA CYNON TAF
COUNCIL JOBS

RHONDDA CYNON TAF







Pecyn Gwybodaeth i Ymgeiswyr

Candidate Information Pack

Mae'r ddogfen hon ar gael yn Gymraeg / This document is also available in Welsh.

JOB DESCRIPTION

EXPERIENCED SOCIAL WORKER

To safeguard and promote the wellbeing of vulnerable children/young people and adults through the provision of high quality Social Work practice in assessment, interventions, care planning and review

Post Reference Number: Various

Date of Job Description: May 2021

Salary and Grade	GRADE 12
Location	VARIOUS / AGILE
Group	COMMUNITY & CHILDREN'S SERVICES
Department / Division	ADULT / CHILDREN'S SERVICES
Team / Section	ALL SOCIAL WORK TEAMS
Responsible to:	TEAM PRACTICE & PERFORMANCE MANAGER
Posts reporting to this post:	NONE
DBS Required	YES ENHANCED

Key Objectives

To participate in effective partnership working and engagement and to work collaboratively with a range of organisations, statutory and voluntary in delivering services to children, young people and adults.

To work in co-production with children, young people, adults, their carers and signifcant others in undertaking assessments and planning;

To complete written records, reports and assessments to a good standard as required in line with Children's and Adult's Services policies and practices.

To ensure that the views of Children and Young People are listened to as part of any process undertaken;

or

To recognise that Adults with capacity are able to judge what is in their best interest and what will meet their wellbeing needs;

Where appropriate approach and undertake Mental capacity assessments to fulfil the requirements of the MCA Code of Practice; social workers are also required under this statutory duty to ensure proper and objective assessment when working out best interests on each relevant occasion;

To maintain the highest professional standards in the discharge of this post and to up hold the Social Care Wales Code of Professional Practice; and promote to others within the area of responsibility;

Meet the requirements of the Service Quality Assurance framework and standards;

To take personal responsibility for keeping up to date with legislation, research findings and practice knowledge, including attendance at appropriate training

Value, recognise and respect the diversity, expertise and experience of individuals, families, carers, groups and communities and in doing so enable them to make informed decisions and express what matters to them.

Appropriately challenge the judgements and decisions of others where there is evidence that the wellbeing outcomes are not being achieved

Why work for Rhondda Cynon Taf Council?

Rhondda Cynon Taf Council Children's Services is pleased to offer Experienced Social Work posts across its service areas.

All our practitioners have the chance to influence the development of our work and are supported by a strong, experienced management team both at strategic and operational levels.

We will look to you to manage a defined caseload while building and maintaining links with partner agencies.

We recognise that social work is professionally and personally challenging and demands considerable levels of skill, commitment, and enthusiasm. We offer a dedicated in house Learning and Development Centre which actively supports practitioners at each level to maintain their skills and Continuous Professional Development.

RCT Council employees also have access to a wide range of staff benefits which include:

- 26 days Annual Leave, rising to 31 days after 5 years' service
- Cycle to Work Scheme
- Discounted LeisureForLife Membership
- Vivup Card (staff discount)

Purpose of the post:

Experienced Social Work practitioners fulfil their duties, roles and responsibilities in line with those described for Social Workers:

- Undertaking assessments in line with the Social Services and Well-being Act (Wales) 2014 with children, adults and their families/carers, identifying outcomes and where required developing care and support plans, which are monitored and reviewed;
- risks to children and adults are assessed and balanced in a way that promotes co-production independence and choice;
- strengths within the persons circumstances are identified and promoted;
- Have a responsibility to plan and work within the financial resources which have been secured to deliver social care services within their area of accountability;
- social inclusion of isolated and vulnerable people is promoted; particularly networking with community and family resources;
- work in collaboration with other agencies adopting a multi-disciplinary approach where appropriate;
- ensuring that electronically held records, including case recordings, assessments, care and support plans and reviews are completed and/or updated in accordance with departmental policy and procedures.

However, Experienced Social Workers perform additional duties and functions which reflect their ability to undertake social work practice at a more complex level, as described below:

The core components of the Experienced Social Worker role include:

- Carrying a complex caseload;
- Acting as a resource for staff to provide professional advice and support on individual cases;
- Providing support and guidance to Social Workers and other staff, including students and those newly qualified;
- Joint or co-working with less experienced staff including supporting at meetings and court proceedings dealing with complex issues;

- Acting as a Practice Teacher/Assessor, PQ Award Mentor or other formal role to support the provision of learning opportunities;
- Promoting high standards of professional practice including the importance of accurate and timely record keeping;
- Meet the requirements of the Service Quality Assurance framework and standards;
- Value, recognise and respect the diversity, expertise and experience of individuals, families, carers, groups and communities and in doing so enable them to make informed decisions and express what matters to them;
- Identifying and undertake staff training and development;
- Contributing to the development of policies and procedures;
- Ensuring statutory duties and divisional policies, processes and procedures are implemented and adhered to.

RESPONSIBILITIES GENERIC TO ALL SOCIAL WORKERS ARE:

Accessing Social Services

- Engaging in a structured conversation with those making initial enquiry of the service and evaluating any information given;
- Use an outcome focussed and strength based approach;
- Giving information, advice/and or sign- posting to other services;
- Ensure that information about advocacy services is provided;
- Apply thresholds to make a judgement on whether a referral is appropriate;
- Assessing urgency of response required to a referral;
- Assessing initial level of priority of a referral;
- Making initial enquiries, e.g. other agencies, contacts;
- Accurately and fully recording referral information in accordance with departmental procedures;
- Ensuring the timely transfer of referral information in accordance with departmental procedures and time scales ;
- Safeguarding the wellbeing of a child or adults at risk of immediate harm.

Assessment

- Undertake assessments in line with current legislation;
- Evaluating the nature of possible needs based on referral information and any previous records;
- Identify and Manage risk;
- Making enquiries, e.g. inter-agency contact;
- Making arrangements for an appointment and/or visit for assessment;
- Engaging in direct work with children, adults and carer/s to carry out a proportionate assessment;
- Working with children, adults and carers, Experienced social workers seek to enhance their problem solving capabilities in a way that support maximum independence and choice;
- Considering with children/ young people and adults, individual's and carers, options to best meet the outcomes identified and assist in making informed decisions;
- Seeking to maximise the financial and material resources available to service users from all possible sources;
- Collating the findings of the assessment and completing assessment documentation in accordance with statutory guidance, legislation and departmental procedures and time-scales;
- Preparing court and other specialist reports in the required format and standard;
- Ensuring that case file recording is completed in accordance with departmental procedures and policy;
- Ensuring that electronically held records are completed and/or updated in accordance with departmental policy and procedures;
- Convening and/or attending inter-agency meetings/liaison, e.g. Child or Adult Protection Conferences, LAC Reviews and strategy meetings;
- Negotiating, arranging and confirming resources with service providers to meet outcomes.

Planning and Managing Care & Support

- Plan & manage care and support in line with current legislation;
- Promote the empowerment of children, adults and carer/s through agreeing desired outcomes that promote independence;
- Agreeing a range of solutions to meet the identified outcome with children, adults and carer/s;
- Obtaining appropriate management authorisation prior to the commencement of care and support plans;
- Negotiating, co-ordinating and confirming resources with service providers to meet outcomes;
- Recording and disseminating care and support plan in accordance with statutory requirements, legislation and departmental procedures;
- Completing commissioning/contracting documentation in accordance with departmental policy and timescales;
- Convening and/or attending inter-agency meetings/liaison, e.g. Child or Adult Protection Conferences, CLA Reviews, Best Interest meetings and planning meetings;
- Identifying the risk of abuse, failure to protect, harm to self or others and assess the need for intervention in such situations;
- Participating in statutory processes to promote and protect the well-being of vulnerable children and/or adults including investigation where appropriate;
- To contribute operational knowledge and expertise to the process of service review and development as well as developing local implementation strategies for new legislation, guidance and advice.

Monitoring and Reviewing Provision

- Arranging and co-ordinating review of the care and support plan or care and treatment plan;
- Engaging directly with children/adults/families/carers in the review of the care and support plan or care and treatment plan and agreeing changes where necessary;
- Negotiating and agreeing changes to plan with providers and other agencies involved;
- Completing review documentation in accordance with legislation and departmental policy and timescales;

- Ensuring that children, adults and families are aware of complaints procedures and advocacy services.

Managing Workload

- Timely administration of all aspects of caseload;
- Preparing and engaging in professional supervision with line manager;
- Use supervision to critically reflect upon own practice and performance;
- Prepare for and engage in practice observation by your line manager and undertake observed practice of Social Workers and Students;
- Arrange, and or attend internal and inter-agency meetings;
- Establishing and maintaining good working relationships with colleagues;
- Identifying and addressing areas for professional development and training;
- Encouraging team members to support each other on a practical and emotional level when necessary;
- Completing appropriate documentation, e.g. agenda/minutes of supervision.

Maintaining and Developing Professional Competence

- As a registered social worker the individual practitioner is required to demonstrate Continuing Professional Development that will meet the requirements of Social Care Wales;
- To take personal responsibility for keeping up to date with legislation, research findings and practice knowledge, including attendance at appropriate training;
- To promote the sharing of good and consistent practice, and the continuing improvement of services to children, young people, adults and their families;
- Lead on team or peer support programmes. It is important that the core skills and knowledge are shared between social workers in different areas of specialism/interest;
- Have a responsibility to plan and work within the financial resources which have been secured to deliver social care services within their area of accountability;
- To undertake post qualifying awards and utilise, in practice, the skills acquired including but not limited to practice teaching of newly qualified Social Workers and Students;
- To ensure that services provided are non-discriminatory in respect of race, sex, age, marital status, sexuality, disability, religion or nationality.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).

PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

Knowledge / Education:

Essential	Desirable
An appropriate qualification i.e Masters or Degree in Social Work or recognised predecessor equivalent such as DipSW, C.Q.S.W Knowledge of legislation underpinning Community Care / Children's Services Appropriate CPEL credits and /or post qualifying awards to demonstrate post qualifying competence. <u>Childrens Services Posts</u> A sound understanding of the Law relating to Children and Families An understanding of child and adolescent development <u>Adult Social Worker Posts</u> Knowledge and understanding of the Mental Capacity Act and the Mental Health Act. Knowledge of the Mental Health (Wales) Measure 2010 Knowledge and understanding of the United Nations principles for older and disabled people. Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills	Understanding of how the division operates and knowledge of policies/procedures; Management qualification, e.g. D.M.S., C.M.S; Hold a professional development qualification e.g. Practice Teachers Award, PQ6, NVQ Assessor Award; Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.

Guidance online www.rctcbc.gov.uk/WelshSkills	

Experience:

Essential	Desirable
Minimum of 3 years post qualifying experience. For those who qualified after 1st April 2016 in Wales successful completion of Social Care Wales registration requirement 'First Year in Practice' and Consolidation Programme for Newly Qualified Social Workers and first re-registration after 3 years post qualifying; Experience of working with service users who have complex needs; Supervisory experience; Experience of multi-disciplinary working.	Experience in preparing and presenting cases to the Court of Protection.

How we expect you to behave in work:

Competency Framework	**Community & Social Care Competency Framework**
Competency Areas	
Encouraging Professional Development	Continually actively reviews their own development, identifying opportunities to progress Keeps professional development (CPD) up-to-date
Achieving Results	Is able to work effectively when under pressure **Takes responsibility** Is flexible, can switch tasks / roles / priorities to deal with new demands, changes or new information
Working with Change	Has creative and different ideas about how to move things forward in service areas Makes changes and ideas a reality, and helps to make them work

	Is willing to try new ways of working and is flexible to them
Earning Service Users' Trust	Is honest and open with Service Users Maintains clear professional boundaries whilst demonstrating a clear understanding of the Service Users' issues
Looking After the Service Users' Best Interests	Explores and identifies the range of risks within the situation to service users, others and self Is able to analyse, summarise and record the situation for / with the service user effectively taking into account potential barriers
Communicating Effectively	**Produces clear, accurate and up-to-date reports and records** Is able to deliver difficult messages sensitively
Working with Team Members	Builds lasting positive and supportive relationships based on trust **Contributes to a strong team spirit of shared responsibility and co-operation**
Working with Partners	Actively identifies partners and community networks that can be used for the benefit of the service user Works to overcome conflicting viewpoints for the best interest of the Service User

Special Conditions and Professional Requirements

Requirement to travel independently throughout the Service Area.

Enhanced Disclosure and Barring checks on appointment and at periodic intervals.

To be personally responsible for the continued registration as a 'Social Worker' with Social Care Wales.

Experienced Social Worker (GR12) after 3 years post qualifying experience is dependent on having satisfied Social Care Wales registration requirements.

To work in a family supportive manner which might include working evenings and weekends.