Job Description and Person Specification

POST IDENTIFICATION

Post Title:	Social Worker
Job Evaluation ID:	0360SS
Grade:	9
Directorate:	Education and Social Services
Division:	Adult Services
Section:	Promoting Independence Physical Disability and Sensory Impairment Team/ Learning Disability Team
Location:	County Borough wide
Responsible to:	Team Manager

JOB PURPOSE

To deliver assessment and care management services to adults 18 and over with a Physical Disability and Sensory Impairment / Learning Disability considered to require community care and support to maximise and maintain their independence and dignity.

KEY RESULT AREAS

To practice in accordance with National Occupational Standards for Social Work and Code of Practice for Social Care Workers

1. Assessment and reviews of service users recorded outcomes, risks and needs.
2. Assessment and Care Management.
3. Multidisciplinary Working.
4. Service Development.
5. Demonstrate professional competence in social work practice.
6. Manage and be accountable, with supervision and support, for your own social work practice.

DETAILED TASK PROFILE

Prepare for, and work with individuals, families, carers, groups and communities to assess their needs and circumstances:

- Prepare for social work contact and involvement
- Work with individuals, families, carers, groups and communities to help them make informed decisions and achieve their outcomes
- Assess needs and options to recommend a course of action

Plan, carry out, review and evaluate social work practice, with individuals, families, carers, groups, communities and other professionals:

- Respond to crisis situations
- Interact with individuals, families, carers, groups and communities to achieve change and development and to improve life opportunities
- Prepare, produce, implement and evaluate plans with individuals, families, carers, groups, communities and professional colleagues
- Support the development of networks to meet assessed needs and planned outcomes
- Work with groups to promote individual growth, development and independence
- Address behaviour which presents a risk to individuals, families, carers, groups and communities

Support individuals to represent their needs, views and circumstances:

- Advocate with, and on behalf of, individuals, families, carers, groups and communities
- Prepare for, and participate in decision making forums

Manage risk to individuals, families, carers, groups, communities, self and colleagues:

- Assess and manage risks to individuals, families, carers, groups and communities
- Assess, minimise and manage risk to self and colleagues
- Be accountable and take responsibility for their own health and safety

Manage and be accountable, with supervision and support, for your own social work practice within your organisation;

- Manage and be accountable for your own work
- Contribute to the management of resources and services
- Manage, present and share records and reports
- Work within multi-disciplinary and multi-organisational teams, networks and systems
- Evidence continued professional development
- Actively participate in regular supervision and annual performance appraisal
- Work as part of a team and make an active contribution to that team including team development and team planning

Demonstrate professional competence in social work practice;
Research, analyse, evaluate, and use current knowledge of best social work practice:

- Work within agreed standards of social work practice and ensure own professional development
- Manage complex ethical issues, dilemmas and conflicts
- Contribute to the promotion of best social work practice

KEY WORKING RELATIONSHIPS

Team Manager.
Senior Social Worker.
Colleagues in LD and PDSI teams.
Service users and carers.
General public.
Adult Service Assessment Care Management Teams.
Adult Services, Promoting Independence Service area.
POVA and Commissioning Teams.
Health colleagues, particularly Community Nurses and Community Psychiatric nurses for those service users in the community or residential care.

Joint working whenever possible with relevant health teams. For example Learning Disability health team; Nurse Assessors in the LHB Complex Care Team for reviews undertaken in Nursing Homes.
Care Providers and other service providers.
Voluntary sector agencies.
Key stakeholders.

VALUES AND BEHAVIOURS

Accountability
1. **Take responsibility for your work** – Own your decisions, tasks and outcomes.
2. **Deliver on your commitments** – Meet deadlines, honour promises and let your team know early if something might slip.
3. **Be honest about mistakes** – If you make an error, acknowledge it quickly and take action to fix it and learn from it.

Trust
1. **Be honest and transparent** – Communicate openly, tell the truth, and don't hide mistakes or important information.
2. **Act with integrity** – Do the right thing, even when no one is watching, and treat everyone with fairness and respect.
3. **Listen actively and respectfully** – Show that you value others' perspectives by giving your full attention, asking questions, and responding thoughtfully.

Respect
1. **Treat everyone with courtesy** – Act politely, use respectful language, and show kindness in your daily interactions.
2. **Value differences** – Show appreciation for diversity, different ideas and perspectives.
3. **Acknowledge contributions of others** – Give credit where it's due and show appreciation for efforts of others.

Honesty
1. **Communicate clearly and directly** – Be clear, concise and open with your language.
2. **Speak up about concerns or unethical behaviour** – Report issues respectfully and responsibly.
3. **Give honest feedback respectfully** – Share constructive feedback that's truthful, helpful, and aimed at improvement.

Working together
1. **Share information and ideas openly** – Keep colleagues in the loop, collaborate effectively and contribute knowledge that helps the organisation to succeed.
2. **Offer help and support** – Step in when others need a hand and offer your time and skills.
3. **Resolve conflicts constructively** – Address disagreements calmly, listen to all sides, and focus on solutions.
4. **Celebrate team successes** – Acknowledge wins and recognise the contributions of others.

RESPONSIBILITIES FOR STAFF

Post Titles, Numbers and Level of Accountability

This may include mentoring and supervising students and newly appointed staff

RESPONSIBILITIES FOR RESOURCES

Financial; Plant; Buildings or Equipment

IT equipment
Mobile Phone

Data Systems

IT systems including Microsoft and SWIFT database

WORKING ENVIRONMENT

The postholder will be based in an open plan style office with own work station, including telephone, computer equipment, UV lighting.

The postholder will be expected to carry out lone working in the community accessing service users homes and community resources.

ADDITIONAL REQUIREMENTS

Politically Restricted:	No
Disclosure and Barring Service Check:	Enhanced
Barred List Check:	Adults
Baseline Pre Employment Medical Assessment:	No
Registration:	Registered as a Social Worker with Social Care Wales

ORGANISATIONAL RESPONSIBILITIES

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Diploma / Degree in Social Work or predecessor qualification Successful completion of the Consolidation of Practice Programme within the first three years of practice (if qualified after 1 April 2016).	PQ1
KNOWLEDGE	Knowledge of the social care legislative framework e.g. Social Services and Wellbeing Act, Mental Health Act, Mental Health Measure, Carers Measure, etc IT systems, databases and programs –ie WCCIS, outlook / Microsoft office Knowledge of Integrated assessment. Knowledge of Assessment and Care Management Knowledge of the Mental Health Act, Mental Capacity and Deprivation of Liberty legislation National Occupational Standards for Social Work	Knowledge of issues relating to a physical, mental, sensory and/or learning disability Knowledge of Continuing Health Care Knowledge of Direct Payments
SKILLS	Ability to prioritise work, making decisions on competing demands and taking responsibility for them An understanding of the Learning, physical and emotional needs of Vulnerable Adults including older people and younger people with Physical disabilities and sensory impairment/ Learning disabilities Ability to work constructively with other professionals Ability to assess and devise care plans in a creative manner	Ability to facilitate and organise meetings Welsh language skills

	ESSENTIAL	DESIRABLE
	Ability to work in partnership with others Effective communication skills (verbal and written) Work as part of team and contribute to team development Ability to work on own initiative when need arises	
EXPERIENCE	Experience of assessment and care planning Experience of monitoring and evaluating service delivery Experience of work within a community setting	Experience of working with adults with a physical mental, sensory and/or learning disability
OTHER	Commitment to continuous professional development Commitment to developing services that promote social inclusion and independence Commitment and enthusiasm towards achieving positive outcomes for service users and carers Ability to work flexibly within the requirements of the post including occasional evenings and weekends Registered as a Social Worker with Social Care Wales or equivalent regulators in England, Scotland or Northern Ireland. Full UK Category B (Cars) driving licence and the use of a motor vehicle insured for business / work purposes to travel throughout the borough to attend meetings, visit clients	

HUMAN RESOURCES AUTHORISATION

HR OFFICER:	DATE:
Sarah Wright	23/01/2019
Sarah Wright	09/12/2019